Little Brownie® BAKERS

Troop User Manual

https://eBudde.littlebrownie.com

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What's New

1. eBudde™ has a new look! All screens and forms refreshed
2. New Help Center
3. Gluten Free Pilot – Import initial order troop/service unit orders
4. Gluten Free Pilot – Mark inventory unavailable for pending orders
5. Pending orders allowed for dates/times when cupboard is open
6. Sort by pick up date on transaction tab
7. Troops can always print receipt of pending order
8. Print service unit number on receipt and export
9. Allow maximum reward items per troop for participation and volunteer types
10. Move to the Cloud – Amazon Web Services
11. Dashboard checklist editable, removal of default items, rearrange sort order of items
12. Dashboard events, all dates visible, customize text, prioritize items
13. Past booth dates fall off current sign-up report
14. Add day of the week to current sign-up report

Computer Specifications Information

The eBudde™ system has been tested on a variety of computer types and different web browsers.

Approved web browsers:
IBM Compatible – Microsoft Internet Explorer version 9.x and higher, Firefox 36.0 and higher, Chrome 38.x and higher.
Macintosh – Safari 7.1.x and higher, and Firefox 36.x and higher, Chrome 38.x.

Approved computer specifications:
Recommended Minimums:
2.0 GHz CPU - 2GB RAM
Recommended Systems:
2.5 GHz CPU - 3GB RAM

The eBudde™ system uses Microsoft Excel .xlsx for the printing of the reports. If you have users that do not have the Microsoft Excel program, a report viewer for IBM compatible systems can be downloaded from the following web address: http://www.microsoft.com/download/en/details.aspx?displaylang=en&id=10

The eBudde™ system can also print in Adobe PDF format. To download Adobe Acrobat, use the following web address: http://get.adobe.com/reader/

eBudde™ has scheduled time-outs at 1 hour of inactivity. eBudde™ will close out your session, logging you out if you have been inactive in the system for 1 hour.

Effective January 1st, 2015, eBudde™ will be updated to work on Apple iPads and Microsoft Surface devices.

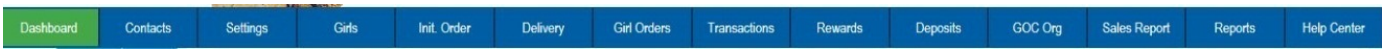
Navigating the System

Add More - The “add more” button allows you to enter in additional rows on the transaction tab product transaction form. You can activate this button by pressing the spacebar or clicking on it.

Enter Key – The enter key is used to complete a row on a page. It can also be used to complete a page when the page has only one button available on the page.

OK – The “OK” button completes a row on a page. This button tells eBudde™ you are done with the data entry on the row.

Tabs – The tabs available on the page allow you to add, change, delete or view information. These tabs are specific to the user access level. Council users see the council tabs, areas see the area tabs, service units see the service unit tabs, and troops see the troop tabs. Below is an example of the tabs. To select a tab, click anywhere on the tab.



Tab Key – The tab key is used to move from one box of information to another on all screens.

System Access

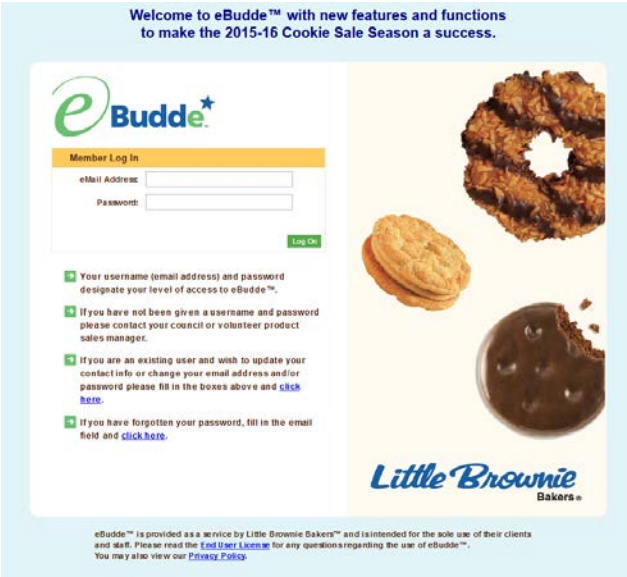
If you are a brand new user to eBudde™, you will be notified by your council or by email of your password. If you are notified by an eBudde™ email, the following information will be in the email:

- Web Address - https://eBudde.littlebrownie.com
- Email Address
- Temporary Password

We recommend you add https://eBudde.littlebrownie.com to your **Favorites** for easier access.

The login screen consists of four parts:

- Login information
- Updating contact information
- Forgotten password
- End User License and Privacy Policy


Welcome to eBudde™ with new features and functions
to make the 2015-16 Cookie Sale Season a success.
eBudde
Member Log In
eMail Address:
Password:
Log On
Your username (email address) and password designate your level of access to eBudde™.
If you have not been given a username and password please contact your council or volunteer product sales manager.
If you are an existing user and wish to update your contact info or change your email address and/or password please fill in the boxes above and click here.
If you have forgotten your password, fill in the email field and click here.
Little Brownie Bakers
eBudde™ is provided as a service by Little Brownie Bakers™ and is intended for the sole use of their clients and staff. Please read the End User License for any questions regarding the use of eBudde™.
You may also view our Privacy Policy.

Login Information

NOTE: All eBudde™ users will be considered new users and have a new temporary password. The temporary password for this season is ***2326@RahRah***.

Users who have already logged in previously this season will enter in their email address and **personal** password. Click the **Login** button or press enter to complete your login information. The system will then access your council's information.

New users will enter in their email address and the **temporary** password. Click the **Log On** button or press enter to complete your login information. The system will then direct you to the **Contact Information Page**. Once you have completed the contact information page, you will be given access to the system.

New Security Requirements

Temporary passwords are only good for 24 hours.

The password requirements are as follows:

- Must be 8 characters long
- Must have at least one capital letter
- Must have at least one non-alphabetic character

There will be a strength meter to help create a strong password.

Login attempt rules are as follows:

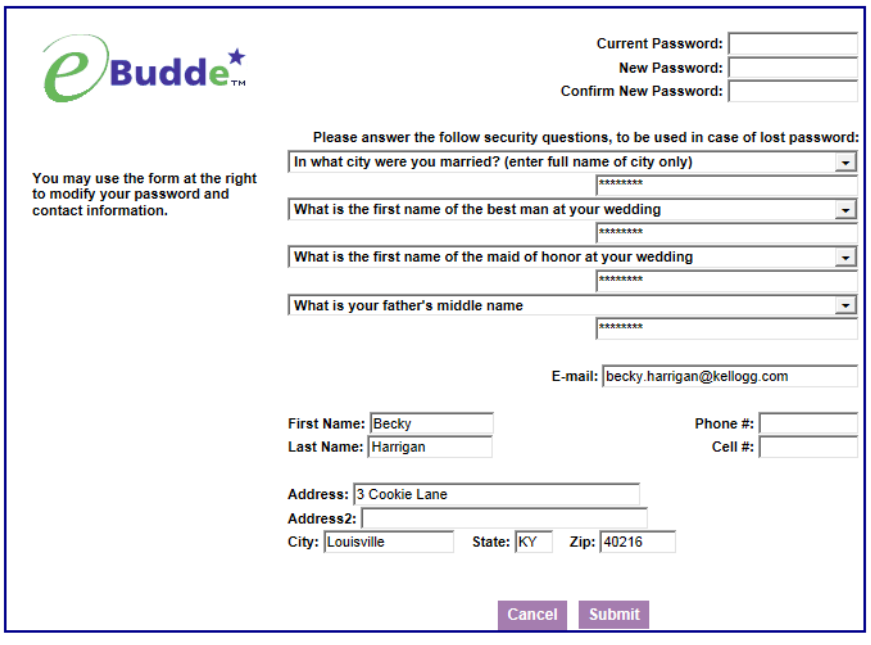
- Limit to five consecutive bad login attempts
- Account disabled for 10 minutes

You will be required to answer four security questions.

Security questions:

- You can select your security questions from a drop down list
- You cannot use the same question more than once.

Contact Information Page


eBudde™
Current Password:
New Password:
Confirm New Password:
Please answer the follow security questions, to be used in case of lost password:
You may use the form at the right to modify your password and contact information.
In what city were you married? (enter full name of city only)
****
What is the first name of the best man at your wedding
****
What is the first name of the maid of honor at your wedding
****
What is your father's middle name
****
E-mail: becky.harrigan@kellogg.com
First Name: Becky
Last Name: Harrigan
Phone #:
Cell #:
Address: 3 Cookie Lane
Address2:
City: Louisville
State: KY
Zip: 40216
Cancel
Submit

Current users – This form is available to make changes to your password, email address, security questions and personal information. To access this page click on the link provided on the login page.

Welcome to eBudde™ with new features and functions
to make the 2015-16 Cookie Sale Season a success.
eBudde
Member Log In
eMail Address:
Password:
Log On
Your username (email address) and password designate your level of access to eBudde™.
If you have not been given a username and password please contact your council or volunteer product sales manager.
If you are an existing user and wish to update your contact info or change your email address and/or password please fill in the boxes above and click here.
If you have forgotten your password, fill in the email field and click here.
Little Brownie Bakers®
eBudde™ is provided as a service by Little Brownie Bakers™ and is intended for the sole use of their clients and staff. Please read the End User License for any questions regarding the use of eBudde™.
You may also view our Privacy Policy.

New users – You will be required to fill out this form the first time you try to access the eBudde™ system. **You must change your password to something other than the temporary password.** All the information on this form is mandatory. Once you have entered in all the information, click the **Submit** button or press **Enter.** You will then enter the eBudde™ system.

Forgotten Password

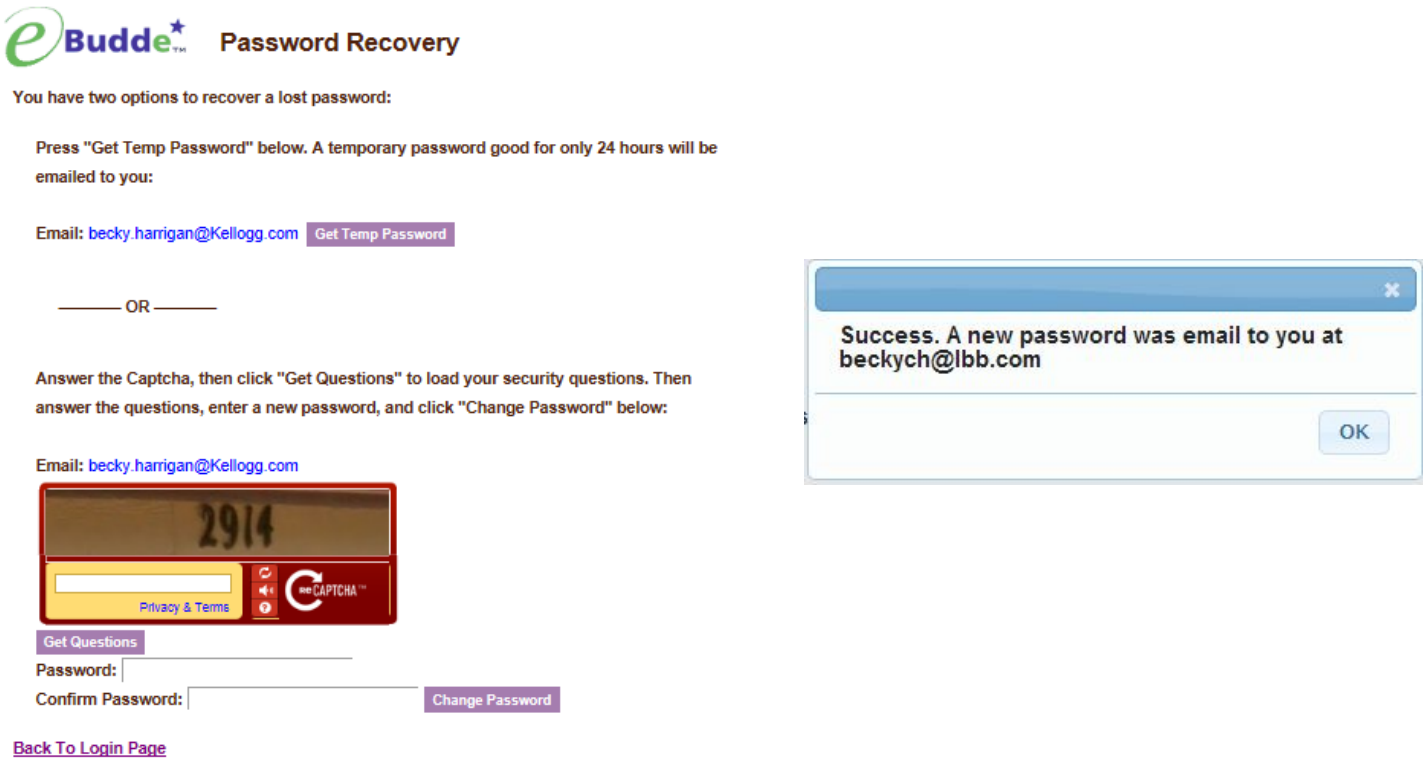
A forgotten password does not require a phone call!

Users can now reset their own passwords. Click the link **click here** under the fourth bullet point.

eBudde™ will offer you two ways to reset your password. You either can have a temporary password sent to you or you can answer your security questions to reset your password.

To get a temporary password emailed to you, click the **Submit** button next to option 1.

To use the security question option, click the **Get Questions** next to the email address. Enter in the CAPTCHA code; answer the two security questions, enter a password in the password box and re-enter the same password in the confirm password box. Click the **Submit** button. eBudde™ will tell you that your password is now changed. Click the **Back to Login Page** to login with the new password.

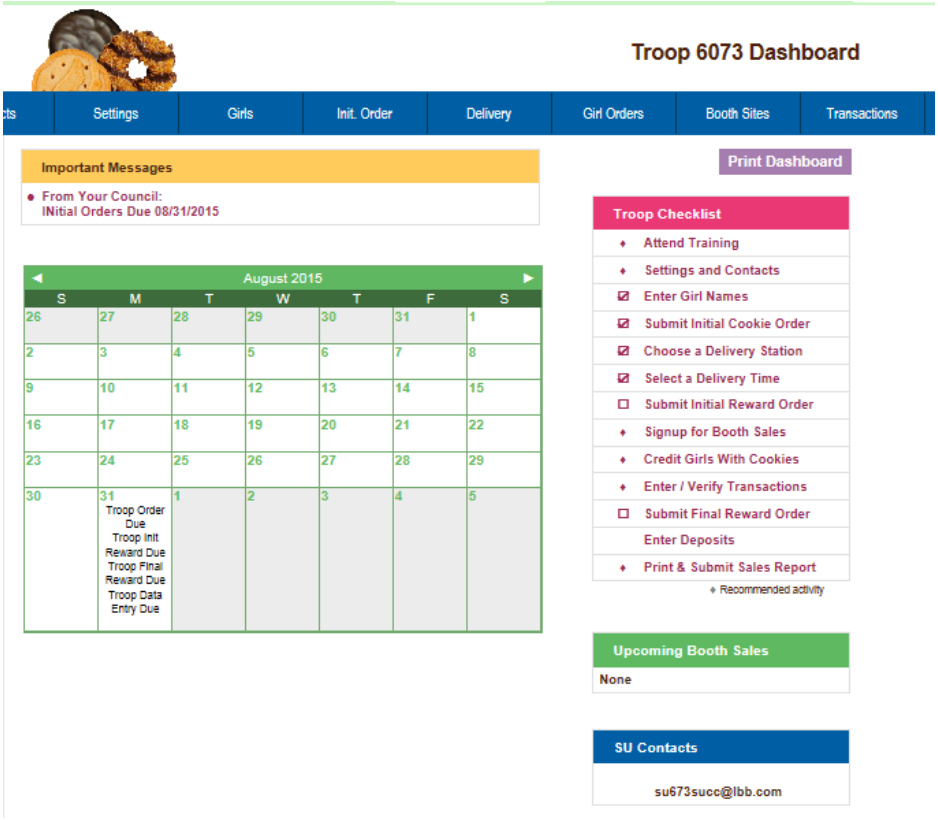

eBudde
Password Recovery
You have two options to recover a lost password:
Press "Get Temp Password" below. A temporary password good for only 24 hours will be emailed to you:
Email: becky.harrigan@Kellogg.com
Get Temp Password
OR
Answer the Captcha, then click "Get Questions" to load your security questions. Then answer the questions, enter a new password, and click "Change Password" below:
Email: becky.harrigan@Kellogg.com
2914
Privacy & Terms
reCAPTCHA
Get Questions
Password:
Confirm Password:
Change Password
Back To Login Page
Success. A new password was email to you at beckych@lbb.com
OK

Menu Bar

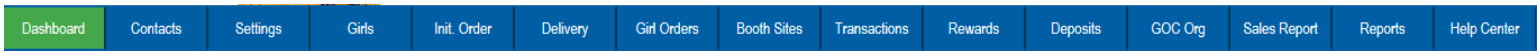
The Menu Bar provides additional support for you in eBudde™.

Season drop down - Allows you to see previous season's data (if applicable)
Quick Links – This provides a list of additional links for easy access.
LittleBrownie.com – This provides a link to the Little Brownie website that has additional resources.
VIP eTraining – This provides a link to the VIP eTraining site that has cookie program and training resources.
Log Out – This allows you to log out of the system.

Troop Tabs



eBudde™ provides a variety of features for troops to track their cookie sale information. Your council will specify which features you will need to use. Some screens may look a little different as your council can tailor eBudde™ to meet your needs. In addition, some tabs may not be available to you as well.



Dashboard – Default screen that shows important messages, as well as a calendar, checklist and dates
Contacts – Allows you to edit your contact information. This includes name, address and phone number. This **DOES NOT** include changing the email address. That must be done from the login screen
Settings – This allows you to see the number of girls selling, girls registered, program age level and banking information. You can also add additional troop contacts.
Girls – This allows you to see girl names, GSUSA ID, grade, shirt size and goal information. You can edit shirt size and goal information.
Init. Order – This option is for entering your troop's initial cookie order
Delivery – This option is for selection of a delivery site as well as a printout of your troop's initial cookie order, delivery site, and pick-up time
Girl Orders - Track girls' initial, booth and additional orders and payments
Booth Sales – Allows you to select Council Sponsored Booth Sale site and/or request a Troop Booth sale site
Transactions – List all cookie transactions, initial order, cupboard pickups, and troop-to-troop transactions
Rewards – Troop reward ordering
Deposits – GSCO does not use this tab at a troop level
GOC Org. – This option allows you to record troop donation organizations.
Sales Report – Recap of all troop information. Initial order, additional cookies, troop proceeds, deposits and total Gift of Caring numbers
Reports – Three types of reports available for troops. Cupboard information, delivery site information and DOC.
Help Center – The new Help Center will provide you additional information on the eBudde system.

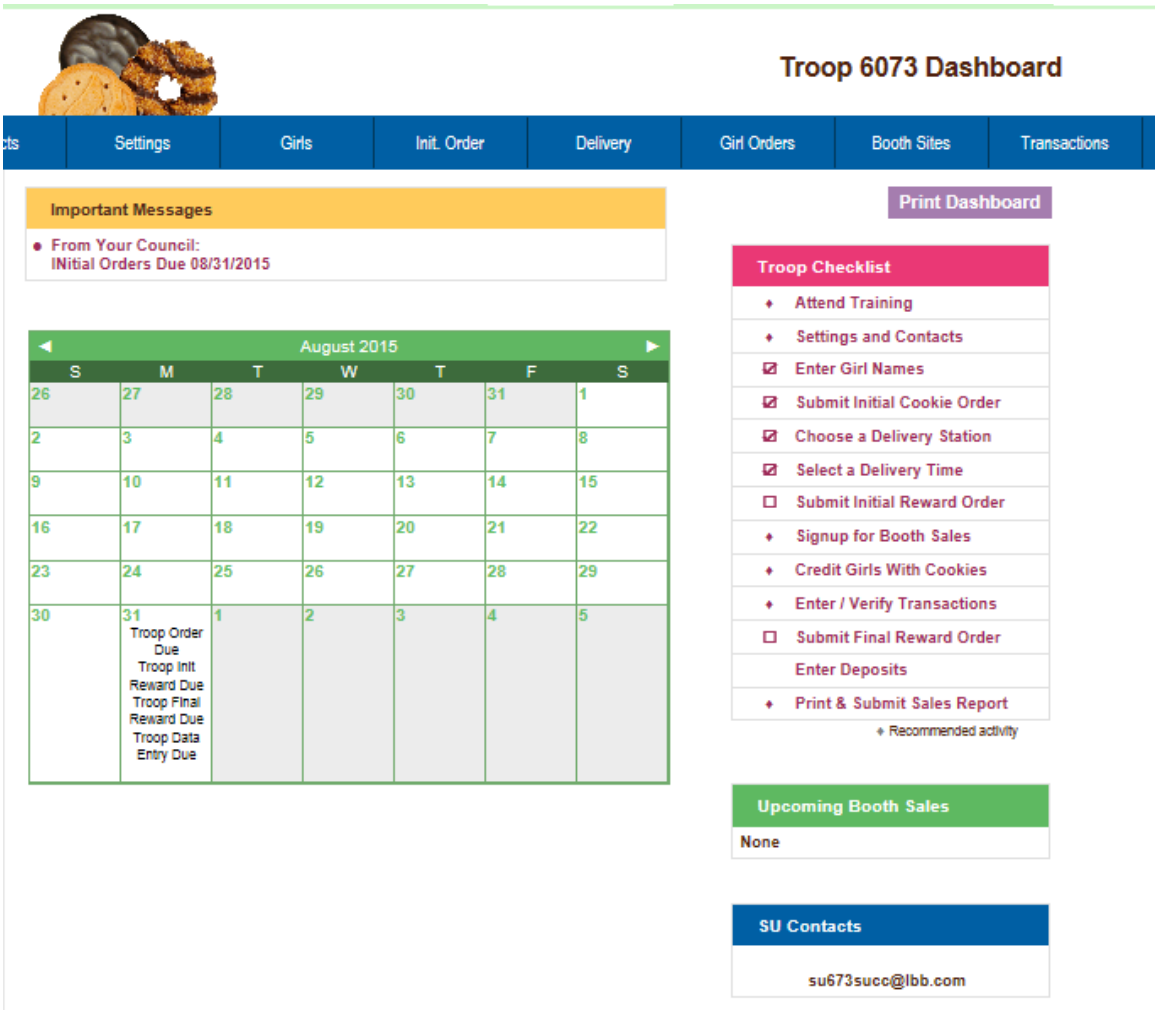
Dashboard Tab

The dashboard tab is the screen you will see every time you log into eBudde™. You can print the information on the tab if needed for reference. It will show you any important messages from your council and/or your service unit.

It also shows your starting dates and deadline dates. These dates are important because they inform you of when you can start doing data entry and when you need to complete certain functions in the system. In addition, your council can add their own dates to the system.

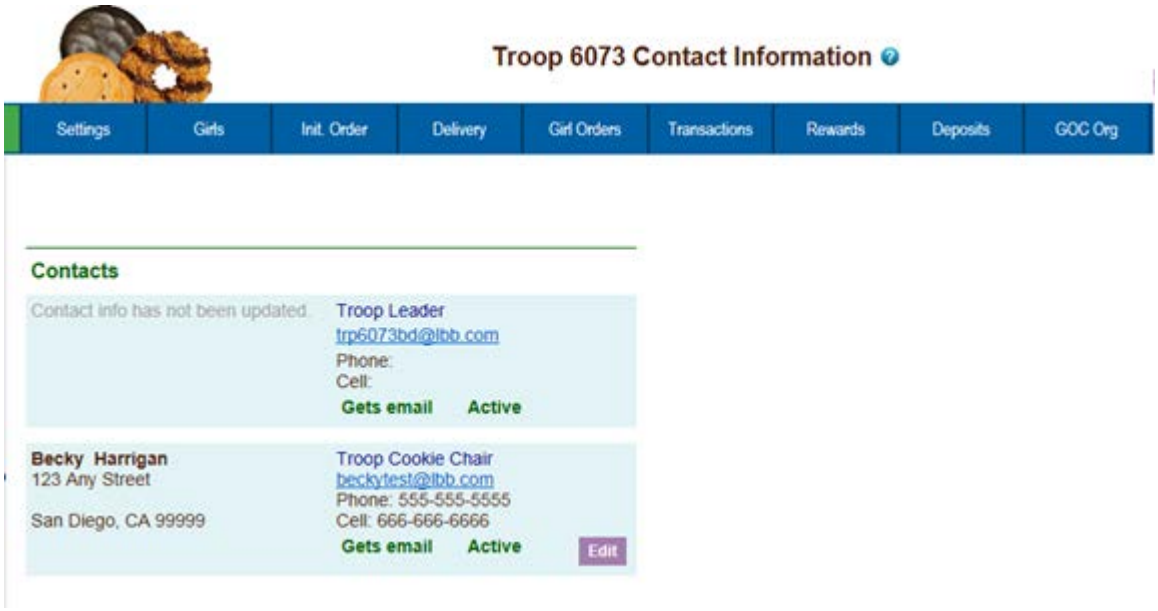
On the dashboard there is a troop checklist for tracking your activity. This will include the standard eBudde™ items and council-specific items. Some of the items will be checked off and some items are recommended activities. The checklist may vary depending on your council setup. Items that will be checked off include enter girl names, submit initial cookie order, choose a delivery station/time and submit final reward order.

Your upcoming Booth sales will display on the dashboard. Your service unit contacts will be listed on the dashboard as well.

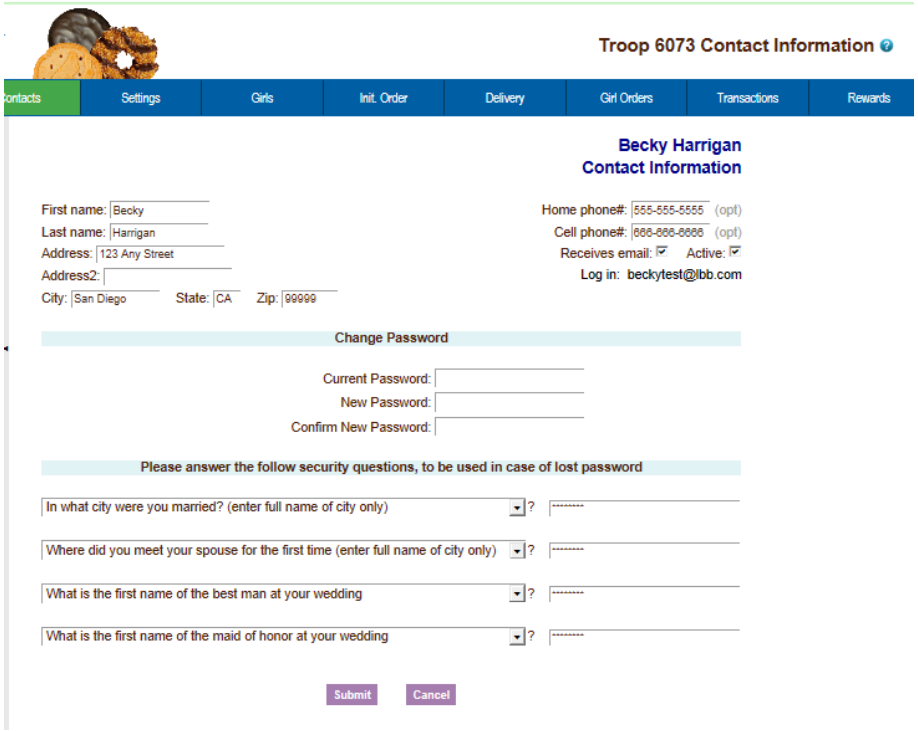


Contacts Tab

The Contacts tab allows you to change your contact information.



To edit your contact information, click **Edit** below your name. You can edit your contact information, change your password by entering your current password and a new password and/or update your security questions. Once you have made your edits, click **Submit.**

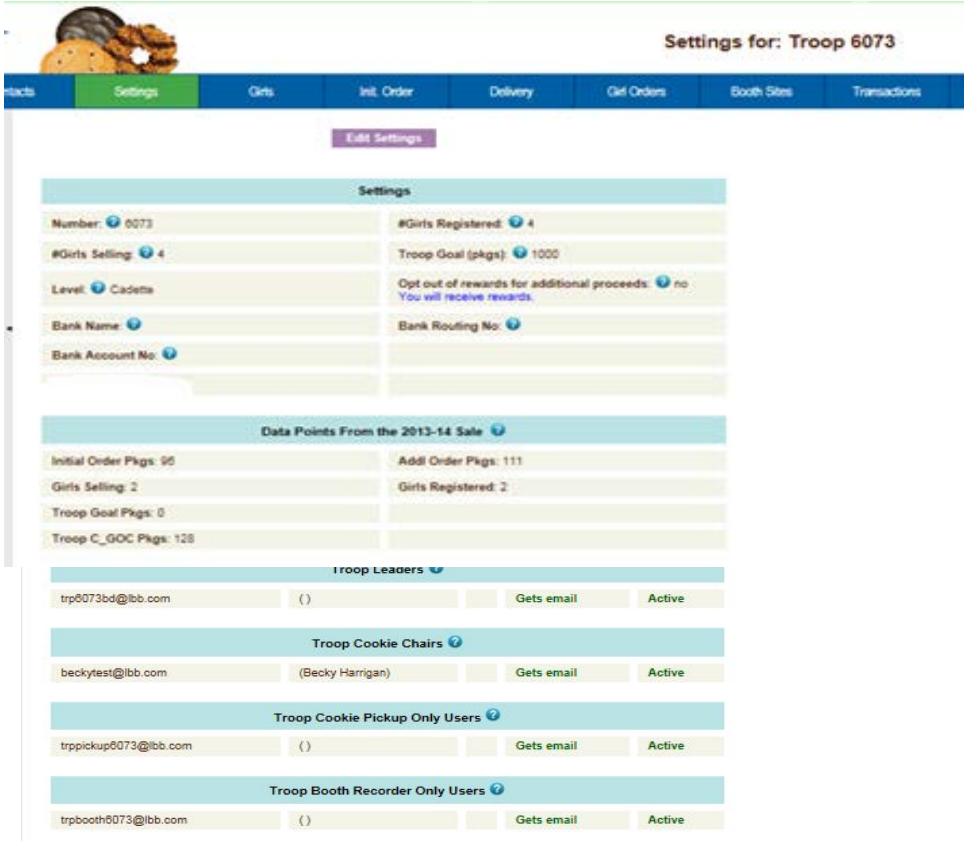


You can change all information displayed except your email address. To change your email address first log out. Then click the link listed in the third bullet point on the member log in screen.

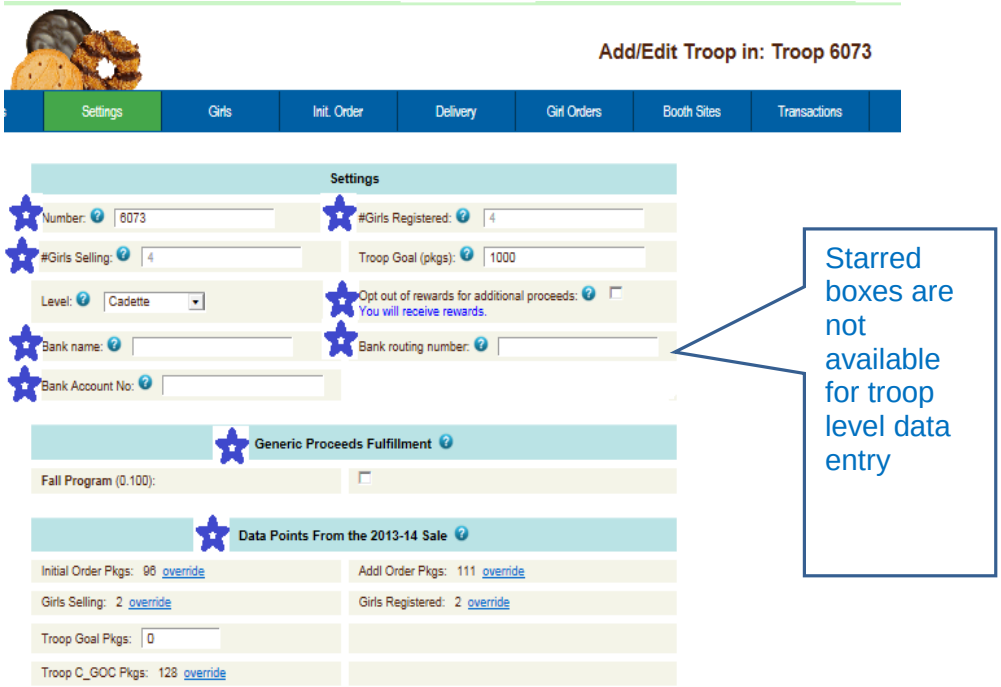
Once you have made your changes, click **Submit** to save the information. Click **Cancel** to leave this screen without saving the information.

Settings Tab

The Settings tab allows you to view your troop information. The troop is set up by the council staff. You can add additional troop contacts or delete troop contacts using this tab.



Click the **Edit Settings** button to make changes.



Number – Troop Number
 # Girls Registered – Automatically filled in by number of girls registered on the girl tab.
 # Girls Selling – Automatically filled in by number of girls selling 1 box or more on the girl order tab.
Troop Goal (pkgs) – Enter the troop goal in packages
Level –Program age level
This year banking info will be entered by council using the info submitted on a troop's ACH Authorization Form:
Bank Name – Name of bank where troop has it's account
Bank Routing No. – Bank routing number where troop has it's account
Bank Acct No. – Troop bank account number
Data Points from the Previous Year - This is information from last year's cookie sales.
Contact information – You can add several different types of troop level users. Leaders, Cookie Chairs and View Only. Leaders and Cookie Chairs have full access to the troop. View Only can only see the information. You can also delete troop users.

Remove? – You can remove users by clicking the remove? Box next to the email and name. **NOTE: Do not remove yourself or you will not be able to get back into the system.**
Email – Enter the email address of a new troop contact under the appropriate header
Active – If you enter a new troop contact, mark if you want this user to access the computer web-based software system. Uncheck the box if you do not want this user to access the computer web-based software system.
First name – You can enter in the contact's first name.
Last name – You can enter in the contact's last name.
Receives email – If you enter a new troop contact, mark if you want this user to receive order confirmation emails. Uncheck the box if you do not want this contact to receive order confirmation emails.
Primary? – You may designate a contact as the primary contact in the category. This designation will allow eBudde™ to send primary contact specific emails from council and will be the contact that appear on some of the updated reports.
Add to all seasons? **–** Allows you to give the contact access to the troop records for previous seasons.

Click the **Update** button to save your information. Click the **Cancel** button if you want to leave this screen and not save your changes.

Special Troop Contacts

There are two troop contacts that may be available, Troop Cookie Pickup Only Users and Troop Booth Sale Recorder Only Users.

You may specify additional cookie-pickup people know as Troop Cookie Pickup Only Users. For example, if you have a parent picking up cookies for you and your council uses the Cupboard Keeper mobile app, you will need to add this person's email in eBudde™. This user does not have access to anything in eBudde™ except updating their own contact information. Their email and password will be used by the Cupboard Keeper mobile app to verify that they are allowed to pick up cookies at the cupboard.

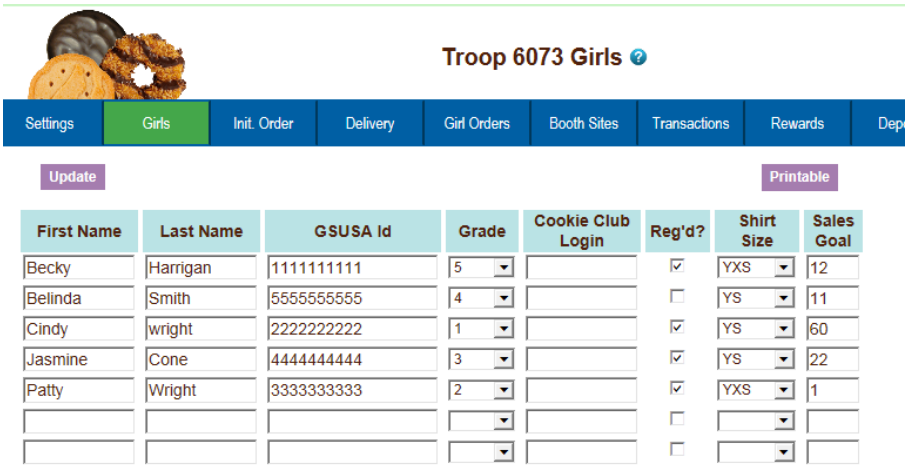
NOTE: As a troop leader or troop cookie chair, you are able to pick up cookies. DO NOT add yourself as a troop pickup person or you will LOSE ACCESS to the other tabs in eBudde™.

You may specify additional booth sale recorders users. If you have an adult in charge of the booth site that is not in eBudde™ and you want them to record the booth site sales, you will need to add them in as a Troop Booth Recorder Only User. This will allow them to record the booth sales on the mobile app and/or in eBudde™. They will also be able to change their contact information in eBudde™. They WILL NOT have access to any of the other troop tabs in eBudde™.

NOTE: As a troop leader or troop cookie chair, you are able to record booth sales. DO NOT add yourself as a troop booth recorder only user or you will LOSE ACCESS to the other tabs in eBudde™.

Girls Tab

The girl tab allows you to enter shirt sizes and goals for the girls in your troop. **Troops cannot delete girls.** If a girl is listed in your troop that should not be, or if you are missing a girl from your roster, please contact your PSS asap.



First Name	Last Name	GSUSA Id	Grade	Cookie Club Login	Reg'd?	Shirt Size	Sales Goal
Becky	Harrigan	1111111111	5		☑	YXS	12
Belinda	Smith	5555555555	4		☐	YS	11
Cindy	wright	2222222222	1		☑	YS	60
Jasmine	Cone	4444444444	3		☑	YS	22
Patty	Wright	3333333333	2		☑	YXS	1
					☐		
					☐		

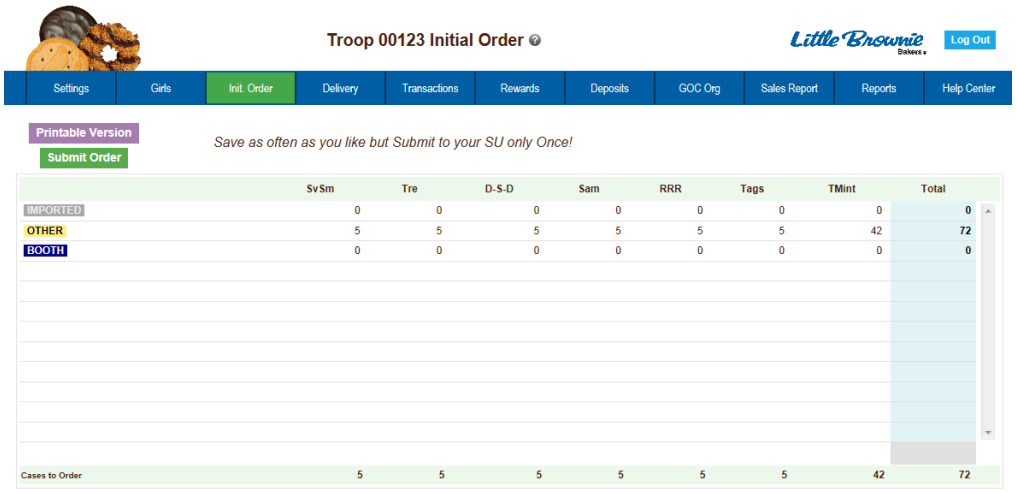
Shirt Size and Sales Goal

Troops will be allowed to edit/add this information at all times until the council closes eBudde™ for the season.

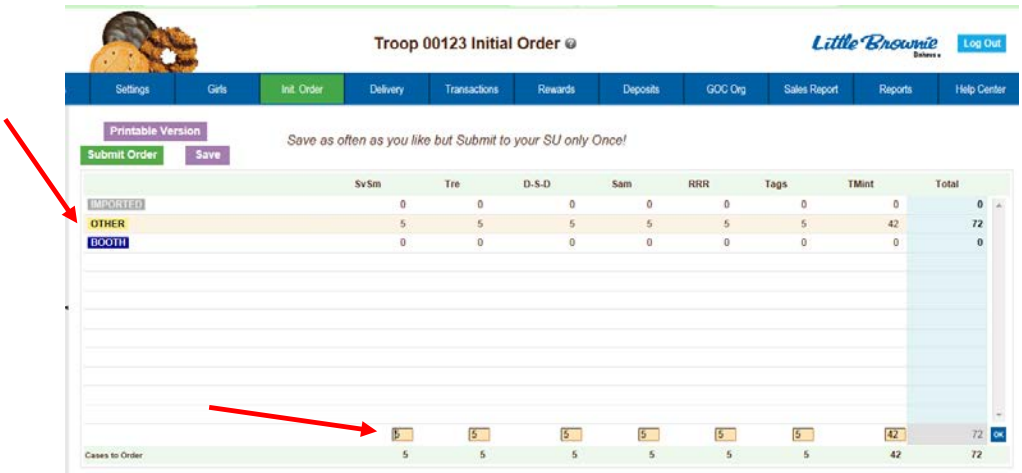
First Name	Last Name	GSUSA Id	Grade	Cookie Club Login	Reg'd?	Shirt Size	Sales Goal
Becky	Harrigan	1111111111	5		☑	YXS	12
Belinda	Smith	5555555555	4		☐		11
Cindy	wright	2222222222	1		☑		60
Jasmine	Cone	4444444444	3		☑		22
Patty	Wright	3333333333	2		☑		1
					☐		
					☐		

Init. Order Tab

The Init. Order tab is used to enter the troop initial cookie order. Click on the initial order tab located on the right side of the screen.

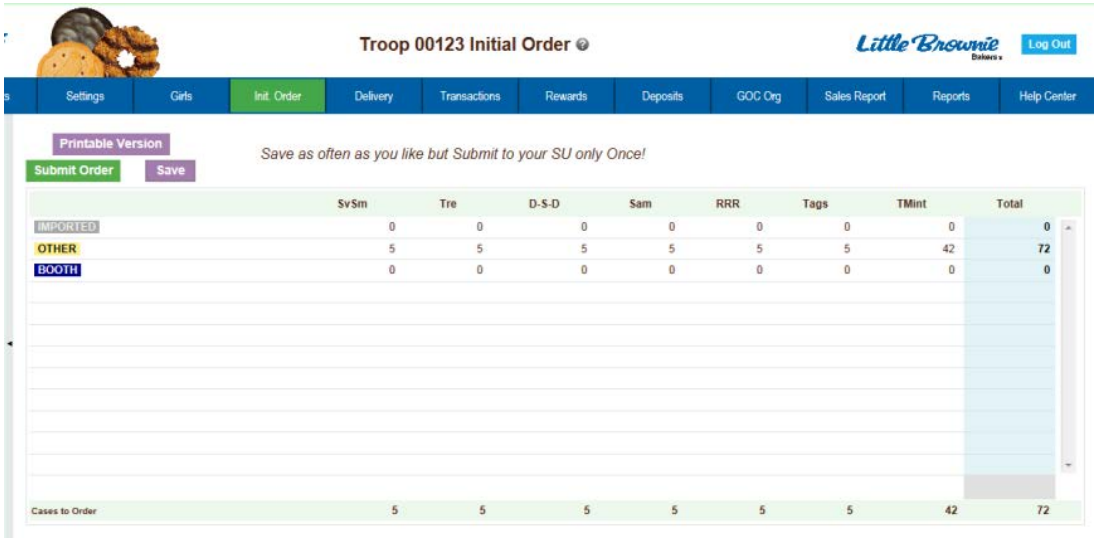


Click on the word **OTHER**. The system will highlight the line. Click in the first input box at the bottom of the page, the line will highlight.



Enter the cookie quantities in packages in increments of 12 (12 packages = 1 case). eBudde will calculate those packages into cases, rounding up to the nearest case. Tab through the boxes and enter your cookie quantities. The system will show you the total. Verify the total and press enter or click the **OK** button. The system will move the numbers to the **OTHER** line.

The system will display the completed order.



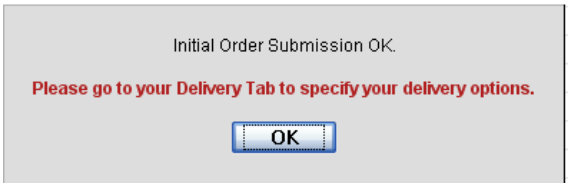
To change any information, click the row that needs to be changed. The data will be displayed on the bottom input row. Click anywhere in that row to make changes. Press enter once changes are complete.

You must click the **Save** button to save your information. The system will display that it is saving the information.

To print the order, click the **Printable Version** button.

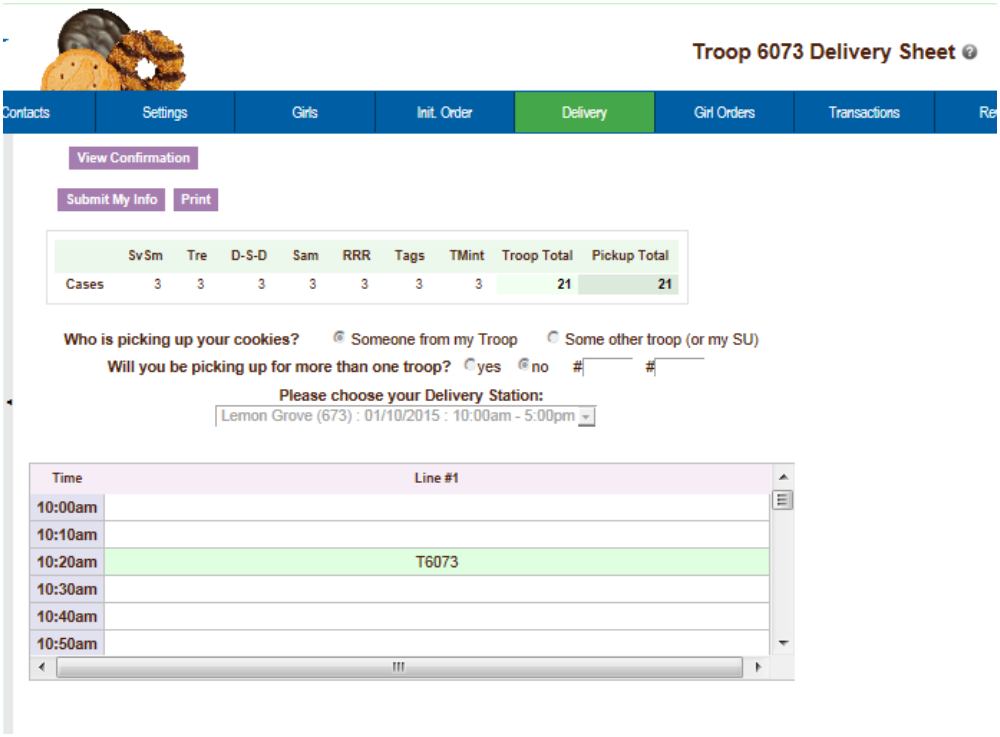
Submit Order – This button is used to submit a troop order to the service unit. You must still click this button for the service unit to know that this order is done. The system will confirm that the troop order was submitted on the screen and send you an email.

NOTE: You can only submit your order once. If you have changes after you submit, you will need to contact your service unit cookie manager.



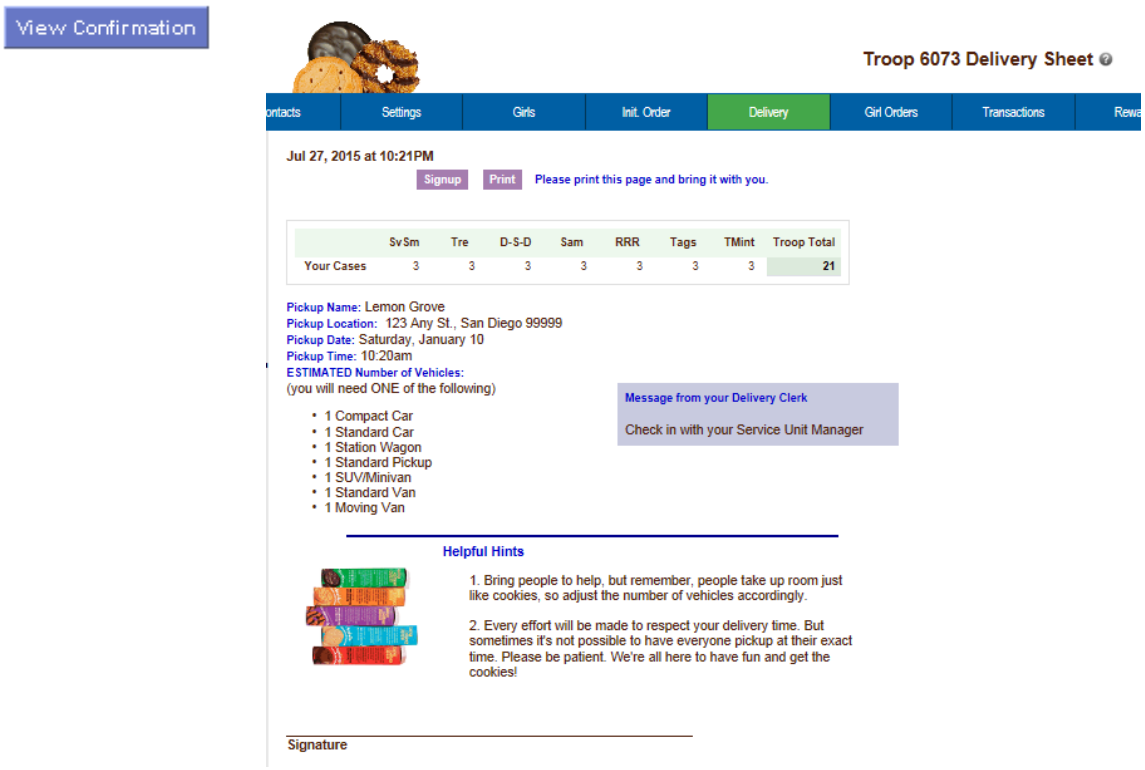
Delivery Tab

The delivery tab allows you to select your cookie delivery site and time and also view your delivery information. The purpose of this tab is for a troop to be assigned to a delivery pick up site for the initial cookie order.



Answer the questions and select your time by clicking in the box to the right of the time. Click the **Submit My Info** button. The system will confirm your submission.

A delivery confirmation page will be available. Click the view confirmation button.


View Confirmation
Troop 6073 Delivery Sheet
Settings
Girls
Init. Order
Delivery
Girl Orders
Transactions
Jul 27, 2015 at 10:21PM
Signup
Print
Please print this page and bring it with you.
SvSm Tre D-S-D Sam RRR Tags TMint Troop Total
Your Cases 3 3 3 3 3 3 3 21
Pickup Name: Lemon Grove
Pickup Location: 123 Any St., San Diego 99999
Pickup Date: Saturday, January 10
Pickup Time: 10:20am
ESTIMATED Number of Vehicles:
(you will need ONE of the following)
1 Compact Car
1 Standard Car
1 Station Wagon
1 Standard Pickup
1 SUV/Minivan
1 Standard Van
1 Moving Van
Message from your Delivery Clerk
Check in with your Service Unit Manager
Helpful Hints
1. Bring people to help, but remember, people take up room just like cookies, so adjust the number of vehicles accordingly.
2. Every effort will be made to respect your delivery time. But sometimes it's not possible to have everyone pickup at their exact time. Please be patient. We're all here to have fun and get the cookies!
Signature

Girl Order Tab

This tab allows you to enter by girl, additional cookie orders, and booth sale packages sold, all by variety, Gift of Caring packages and payments. You can add a comment on each row. There are two views of the girl orders. You can see a summary troop view or each girl's detail. The system defaults to the troop summary view.

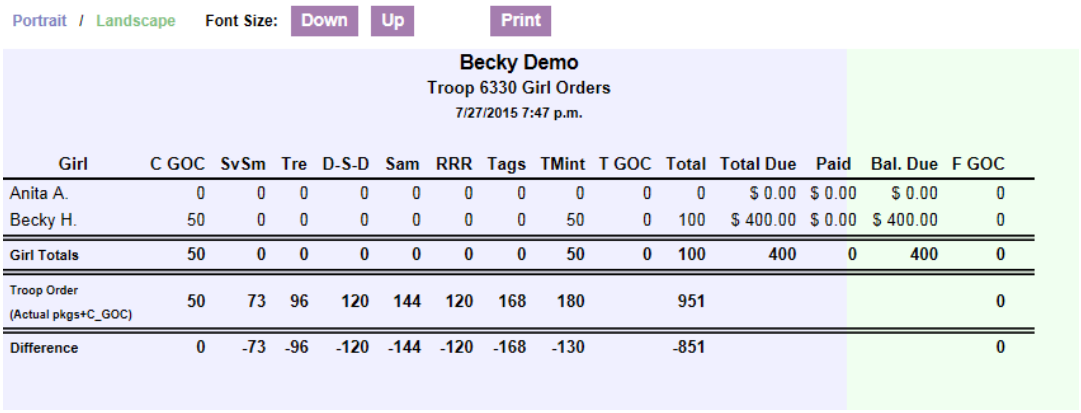
Troop Summary View

▼Girl	C GOC	SvSm	Tre	D-S-D	Sam	RRR	Tags	TMint	T GOC	♦Total	Total Due	Paid	♦Bal. Due	F GOC
Anita A.	0	0	0	0	0	0	0	0	0	0	$ 0.00	$ 0.00	$ 0.00	0
Becky H.	50	0	0	0	0	0	0	50	0	100	$ 400.00	$ 0.00	$ 400.00	0
Girl Totals	50	0	0	0	0	0	0	50	0	100	$ 400.00	$ 0.00	$ 400.00	0
Troop Order (Actual pkgs+C_GOC)	50	73	96	120	144	120	168	180		951				0
Difference	0	-73	-96	-120	-144	-120	-168	-130		-851				0

The troop summary view shows a total row for each girl. This display shows varieties, Gift of Caring and financials.

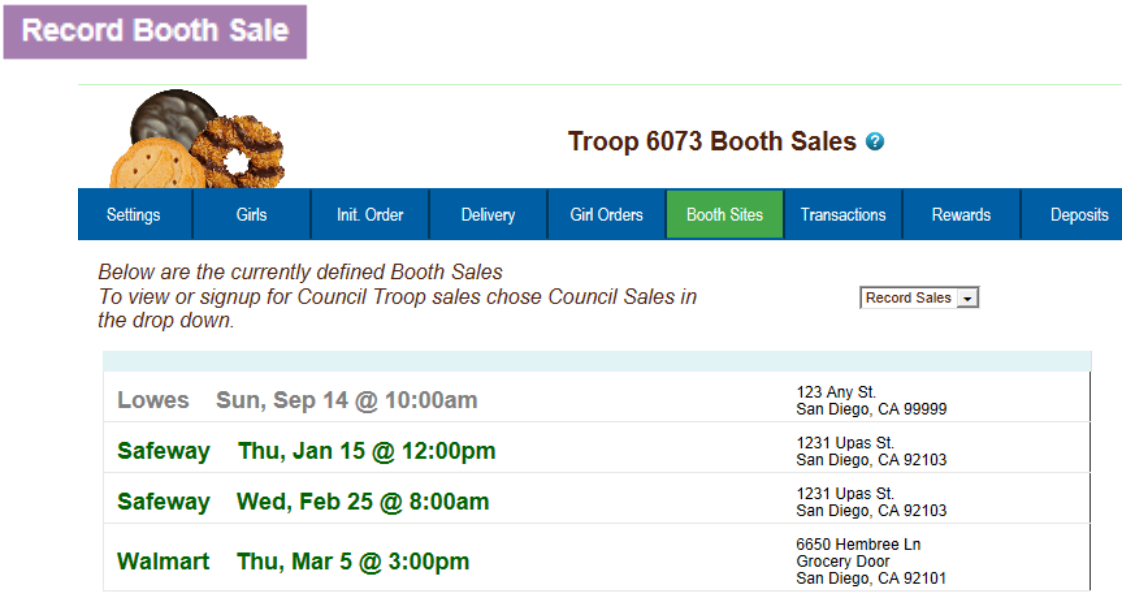
On the Troop Summary View you have three buttons.

Printable Version – click this button to print the summary view in HTML format.

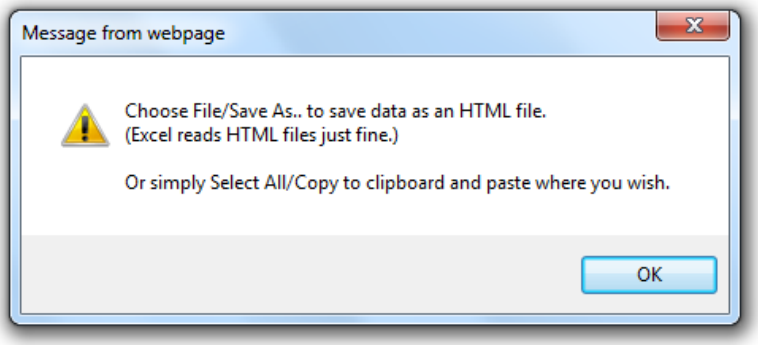


Girl	C GOC	SvSm	Tre	D-S-D	Sam	RRR	Tags	TMint	T GOC	Total	Total Due	Paid	Bal. Due	F GOC
Anita A.	0	0	0	0	0	0	0	0	0	0	$ 0.00	$ 0.00	$ 0.00	0
Becky H.	50	0	0	0	0	0	0	50	0	100	$ 400.00	$ 0.00	$ 400.00	0
Girl Totals	50	0	0	0	0	0	0	50	0	100	400	0	400	0
Troop Order (Actual pkgs+C_GOC)	50	73	96	120	144	120	168	180		951				0
Difference	0	-73	-96	-120	-144	-120	-168	-130		-851				0

Record Booth Sale – clicking this button takes you to the Booth Site tab so you can record booth sale packages sold.



Export - click this button if you want to download this information to save as an html file or cut and paste into another program. This is available on the Troop Summary screen only.


Message from webpage
Choose File/Save As.. to save data as an HTML file.
(Excel reads HTML files just fine.)
Or simply Select All/Copy to clipboard and paste where you wish.
OK

Girl	C GOC	SvSm	Tre	D-S-D	Sam	RRR	Tags	TMint	T GOC	Total	Total Due	Paid	Bal. Due	F GOC
Becky H.	0	44	16	21	11	13	27	10	0	142	568	0	568	0
Girl Totals	0	44	16	21	11	13	27	10	0	142	568	0	568	0
Troop Order (Actual pkgs+C_GOC)	0	48	24	24	12	24	36	12	0	180	0	0	0	0
Difference	0	-4	-8	-3	-1	-11	-9	-2	0	-38	0	0	0	0

The system will tell you how many cookies you have ordered through the initial order, cupboard pick-ups, and/or troop transfers. It will then tell you the difference between what has been allocated to the girls. This will help to ensure that you allocate all the cookies received to your girls.

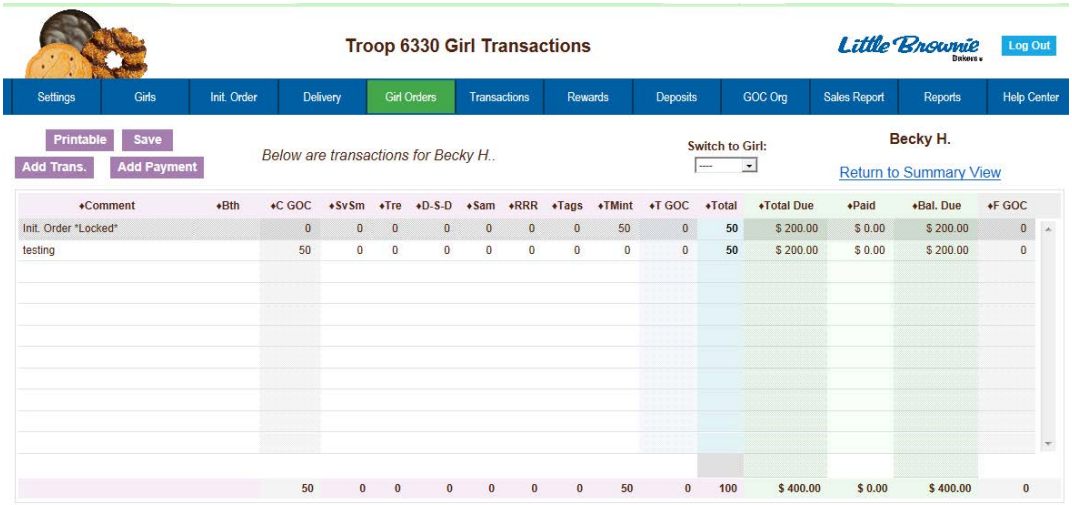
▼Girl	C GOC	SvSm	Tre	D-S-D	Sam	RRR	Tags	TMint	T GOC	♦Total	Total Due	Paid	♦Bal. Due	F GOC
Anita A.	0	0	0	0	0	0	0	0	0	0	$ 0.00	$ 0.00	$ 0.00	0
Becky H.	50	0	0	0	0	0	0	50	0	100	$ 400.00	$ 0.00	$ 400.00	0
Girl Totals	50	0	0	0	0	0	0	50	0	100	$ 400.00	$ 0.00	$ 400.00	0
Troop Order (Actual pkgs+C_GOC)	50	73	96	120	144	120	168	180		951				0
Difference	0	-73	-96	-120	-144	-120	-168	-130		-851				0

Girl Totals – This line shows you all the cookies that have been allocated to the girls. Your goal is to match the total number for the **Girl Totals** line to the total number for the **Troop Order** line.

Troop Order – This line shows you all the cookies the troop has received either via initial order, troop-to-troop transfers and pick-ups from a cupboard. These packages are ultimately what the troop is responsible to pay for. This line will update throughout the cookie sale.

Difference - This line is to help you know if you need to allocate more cookies to girls or if you have over allocated. The goal is that the **Total** column on the **Difference** row will be 0 by the end of the sale. As you assign cookies to girls, the **Girl Totals** line will be updated. As transactions are posted to your troop (see the transaction tab or sales report for details), the **Troop Order** line will be updated.

Girl View


Troop 6330 Girl Transactions
Little Brownie Bakers
Log Out
Settings
Girls
Init. Order
Delivery
Girl Orders
Transactions
Rewards
Deposits
GOC Org
Sales Report
Reports
Help Center
Printable
Save
Add Trans.
Add Payment
Below are transactions for Becky H..
Switch to Girl:
Becky H.
Return to Summary View
♦Comment ♦Bth ♦C GOC ♦SvSm ♦Tre ♦D-S-D ♦Sam ♦RRR ♦Tags ♦TMint ♦T GOC ♦Total ♦Total Due ♦Paid ♦Bal. Due ♦F GOC
Init. Order *Locked* 0 0 0 0 0 0 0 50 0 50 $ 200.00 $ 0.00 $ 200.00 0
testing 50 0 0 0 0 0 0 0 0 50 $ 200.00 $ 0.00 $ 200.00 0
50 0 0 0 0 0 0 50 0 100 $ 400.00 $ 0.00 $ 400.00 0

The girl view will show you the detail transactions for the girl. The first row will usually show the initial order which is locked and cannot be changed on this screen and should be zero. If not, please contact your PSS immediately.

The column labeled **Bth** is to designate cookies as booth cookies for reward automation.

Printable – This button allows you to print a listing of all the information for the girl.
Add Trans – This button allows you to add transaction(s) to the girl. You may add as many transactions as necessary. You can enter in cookie transactions, payment transactions or both in one transaction.
Add Payment – This button allows you to add only a payment. You may add as many of these transactions as necessary.
Save – This button is to save the transactions you have created. If you do not save your data, you will lose that data. You do not have to save after every transaction but must save before you leave the screen to avoid losing your data.
Switch to Girl – This allows you to enter transactions for another girl without having to always go back to the troop view. Click the dropdown arrow and select a girl name.
Return to Summary View – This link allows you to return back to the troop summary view. Any transaction entered will automatically be displayed on the summary view.

Adding Additional Cookie Orders

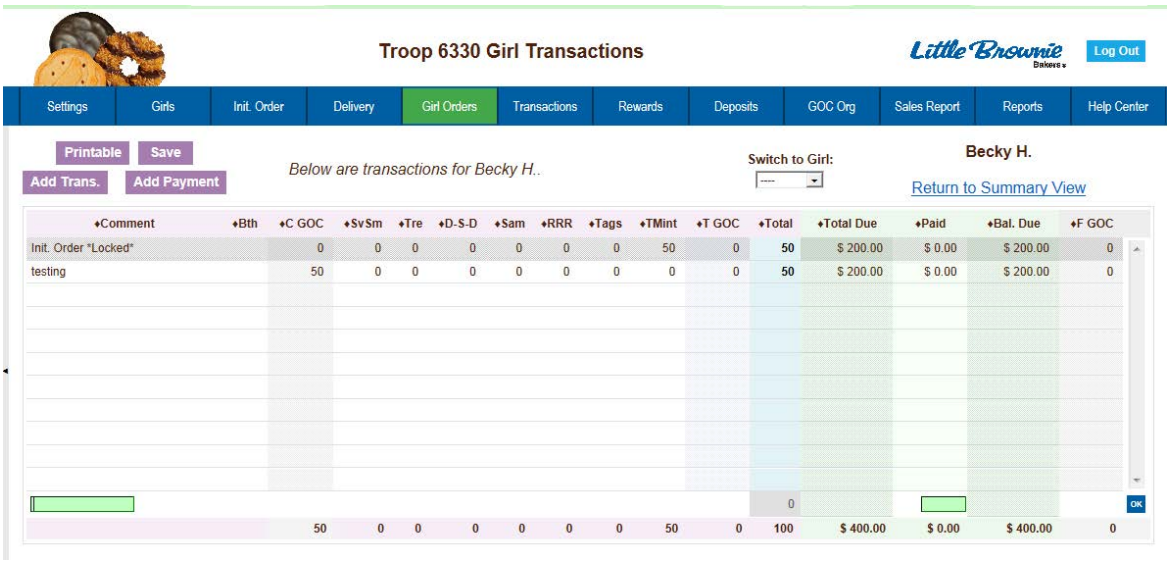
Click the **Add Trans** button. The line will highlight. Double-click at the bottom of the page in the comment box.

Troop 6330 Girl Transactions
Little Brownie Bakers
Log Out
Settings
Girls
Init. Order
Delivery
Girl Orders
Transactions
Rewards
Deposits
GOC Org
Sales Report
Reports
Help Center
Printable
Save
Add Trans.
Add Payment
Below are transactions for Becky H..
Switch to Girl:
Becky H.
Return to Summary View
♦Comment ♦Bth ♦C GOC ♦SvSm ♦Tre ♦D-S-D ♦Sam ♦RRR ♦Tags ♦TMint ♦T GOC ♦Total ♦Total Due ♦Paid ♦Bal. Due ♦F GOC
Init. Order *Locked* 0 0 0 0 0 0 0 50 0 50 $ 200.00 $ 0.00 $ 200.00 0
testing 50 0 0 0 0 0 0 0 0 50 $ 200.00 $ 0.00 $ 200.00 0
additional order 5 5 10
50 0 0 0 0 0 0 50 0 100 $ 400.00 $ 0.00 $ 400.00 0

In the boxes below, key in a comment and the additional cookies using the tab key to move through the columns. There is a check box for you to designate that the boxes you are entering were sold at a booth sale. You can also enter in a payment at the time of entering in the cookies. Click the Enter key to end the data entry OR click the OK button. The information will be displayed on the grid. Click the **SAVE** button to save the transaction(s).

Adding Only Payments

You may add a payment to any available line in a girl record. To enter a payment, click the **Add Payment** button. You then double-click in the paid box at the bottom of the screen. Click the Enter key to end the data entry OR click the OK button. The information will be displayed on the grid. Click the **SAVE** button to save the transaction(s).

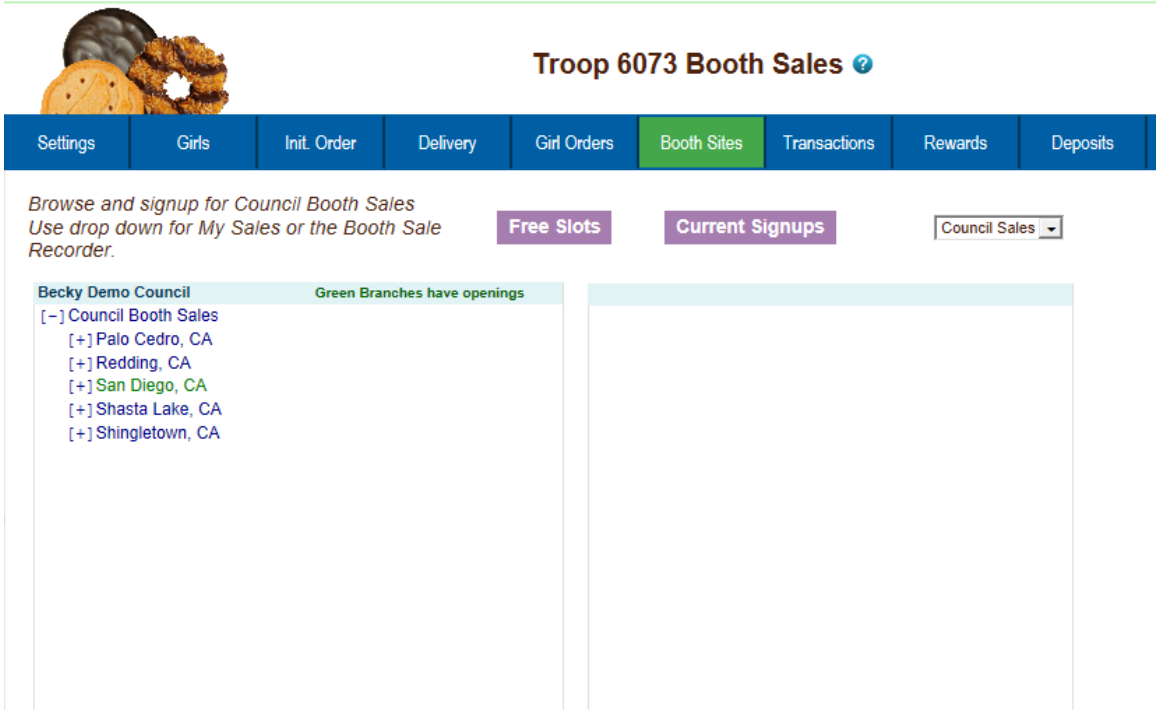

Troop 6330 Girl Transactions
Little Brownie Bakers
Log Out
Settings
Girls
Init. Order
Delivery
Girl Orders
Transactions
Rewards
Deposits
GOC Org
Sales Report
Reports
Help Center
Printable
Save
Add Trans.
Add Payment
Below are transactions for Becky H..
Switch to Girl:
Becky H.
Return to Summary View
♦Comment ♦Bth ♦C GOC ♦SvSm ♦Tre ♦D-S-D ♦Sam ♦RRR ♦Tags ♦TMint ♦T GOC ♦Total ♦Total Due ♦Paid ♦Bal. Due ♦F GOC
Init. Order *Locked* 0 0 0 0 0 0 0 50 0 50 $ 200.00 $ 0.00 $ 200.00 0
testing 50 0 0 0 0 0 0 0 0 50 $ 200.00 $ 0.00 $ 200.00 0
0
OK
50 0 0 0 0 0 0 50 0 100 $ 400.00 $ 0.00 $ 400.00 0

Booth Sales

A troop can sign up for a Council Sponsored Booth Sale site and/or request a Troop Booth Sale site as designated by council.

eBudde™ will notify troop contacts of an upcoming booth site daily starting 3 days prior to the booth sale.

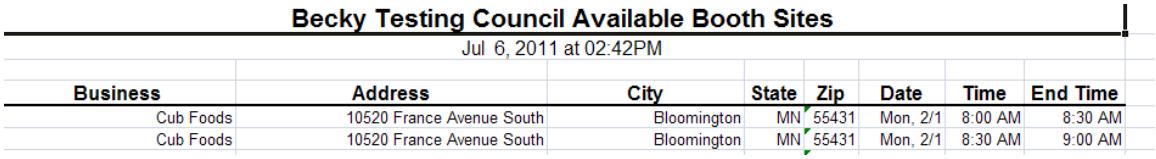
Click the Booth Sites tab to use the Booth Sale system.



Pressing the Free Slots button will give you a screen to select your criteria for finding available booth slots. You can search using multiple criteria. Once you have entered your criteria, click the **Get Report** button. If you decide not to look for free slots, click the **Back** button.

Specify Any Filter Criteria You'd Like:
Business Name:
City:
State: (ex: NY) Zip:
Dates and times can be entered in many different formats, including things like "tomorrow" and "2 weeks from today", but if you get errors, or odd behavior, formats like "2/1/2011" and "8:00pm" are the best to use.
Starting Date:
Ending Date:
Start Time after:
Start Time before:
Get Report
Back

The system will report back any available slots according to your criteria.

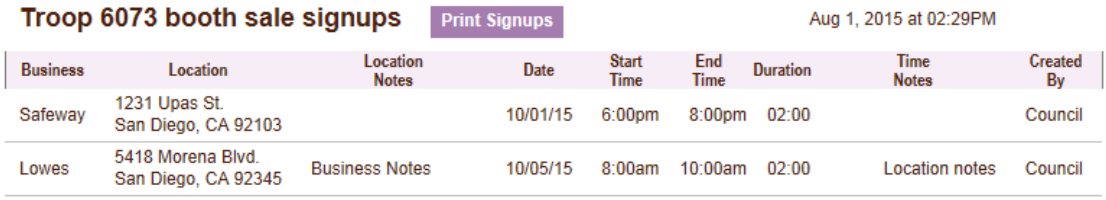


Becky Testing Council Available Booth Sites

Jul 6, 2011 at 02:42PM

Business	Address	City	State	Zip	Date	Time	End Time
Cub Foods	10520 France Avenue South	Bloomington	MN	55431	Mon, 2/1	8:00 AM	8:30 AM
Cub Foods	10520 France Avenue South	Bloomington	MN	55431	Mon, 2/1	8:30 AM	9:00 AM

Current Signups - To check on your troop's booth sale locations at any time, click on the **Current Signups** button. A separate window will pop up to show you your locations. This report will show council sponsored booth sale sites and approved troop requested sale sites. Booth sales in the past will drop off the report. The report will also state the day of the week and both location and time notes.

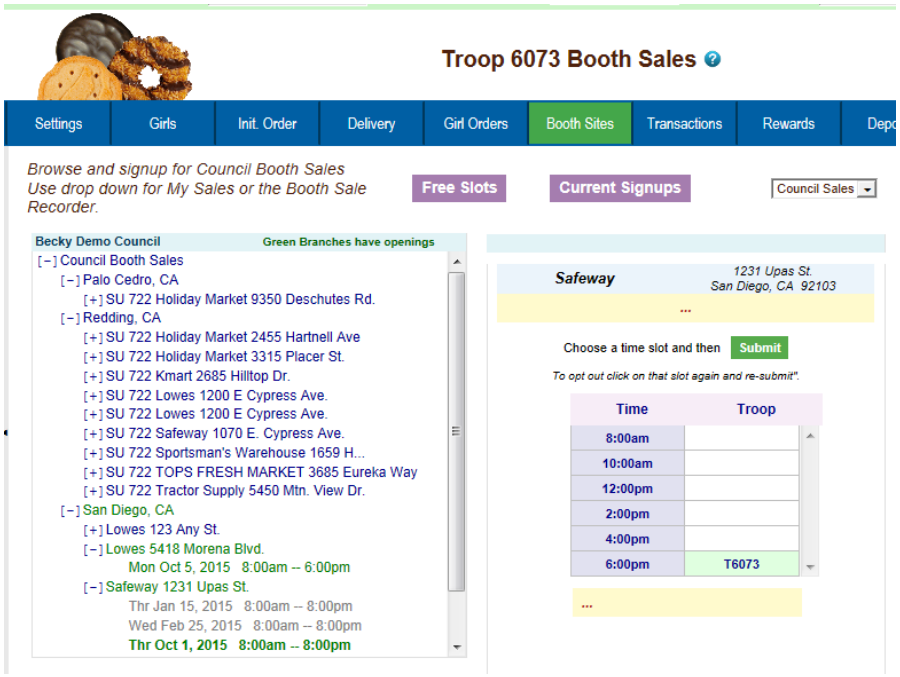


Troop 6073 booth sale signups Print Signups Aug 1, 2015 at 02:29PM

Business	Location	Location Notes	Date	Start Time	End Time	Duration	Time Notes	Created By
Safeway	1231 Upas St. San Diego, CA 92103		10/01/15	6:00pm	8:00pm	02:00		Council
Lowes	5418 Morena Blvd. San Diego, CA 92345	Business Notes	10/05/15	8:00am	10:00am	02:00	Location notes	Council

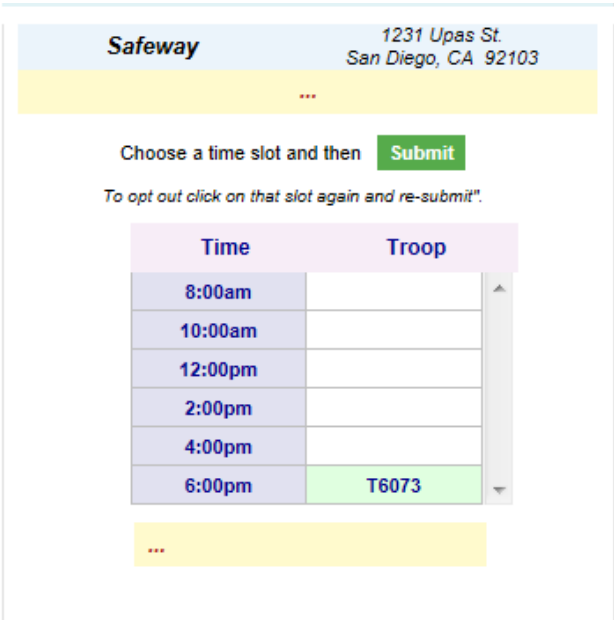
Council Sponsored Booth Sales (Council Sales)

Council sponsored booth sales are sites that are scheduled by council and open to all troops.


Troop 6073 Booth Sales
Settings
Girls
Init. Order
Delivery
Girl Orders
Booth Sites
Transactions
Rewards
Browse and signup for Council Booth Sales
Use drop down for My Sales or the Booth Sale Recorder.
Free Slots
Current Signups
Council Sales
Becky Demo Council
Green Branches have openings
[-] Council Booth Sales
[-] Palo Cedro, CA
[+] SU 722 Holiday Market 9350 Deschutes Rd.
[-] Redding, CA
[+] SU 722 Holiday Market 2455 Hartnell Ave
[+] SU 722 Holiday Market 3315 Placer St.
[+] SU 722 Kmart 2685 Hilltop Dr.
[+] SU 722 Lowes 1200 E Cypress Ave.
[+] SU 722 Lowes 1200 E Cypress Ave.
[+] SU 722 Safeway 1070 E. Cypress Ave.
[+] SU 722 Sportsman's Warehouse 1659 H...
[+] SU 722 TOPS FRESH MARKET 3685 Eureka Way
[+] SU 722 Tractor Supply 5450 Mtn. View Dr.
[-] San Diego, CA
[+] Lowes 123 Any St.
[-] Lowes 5418 Morena Blvd.
Mon Oct 5, 2015 8:00am -- 6:00pm
[-] Safeway 1231 Upas St.
Thr Jan 15, 2015 8:00am -- 8:00pm
Wed Feb 25, 2015 8:00am -- 8:00pm
Thr Oct 1, 2015 8:00am -- 8:00pm
Safeway
1231 Upas St.
San Diego, CA 92103
Choose a time slot and then
Submit
To opt out click on that slot again and re-submit".
Time
Troop
8:00am
10:00am
12:00pm
2:00pm
4:00pm
6:00pm
T6073

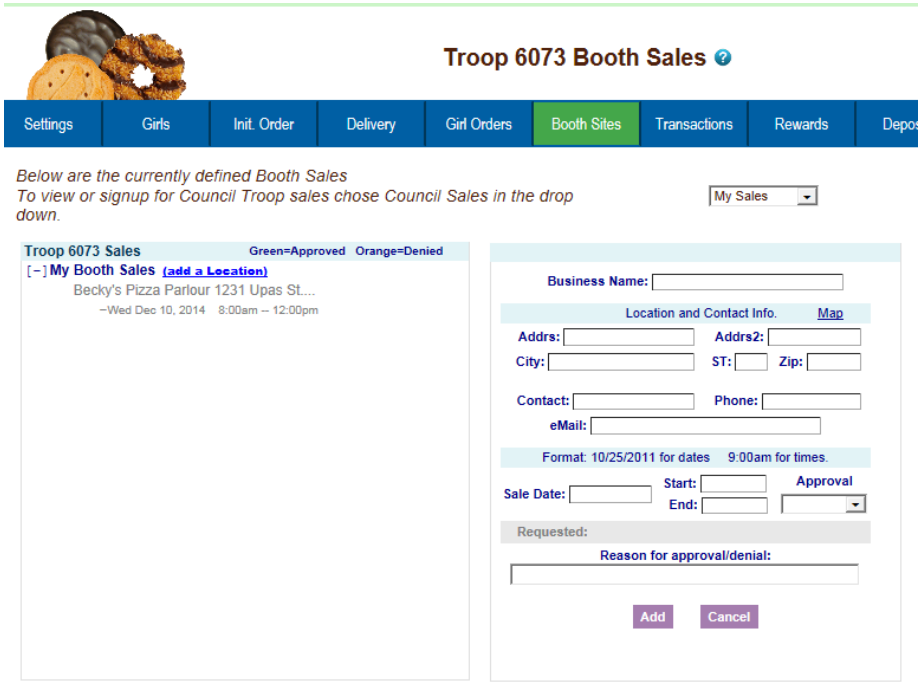
To begin selection of your Council Sponsored Booth Sales, click on the plus sign next to the city in which you are interested in holding a booth sale. Then choose the store and location by clicking on the plus sign next to it. Choose the date and time range you are interested in by clicking directly on the text. This will bring up a small screen on the right which will show the available time frames.

To select the time period, click on the space to the right of the time that you are interested in. To deselect it, you just need to click the space again. Once selected, click on the submit button to reserve your location and time. You will receive a message that your time is reserved. Click OK on the message window to proceed. **NOTE: IF you do not see the message, your time slot was NOT reserved. Be sure to wait for the message and Click OK.**

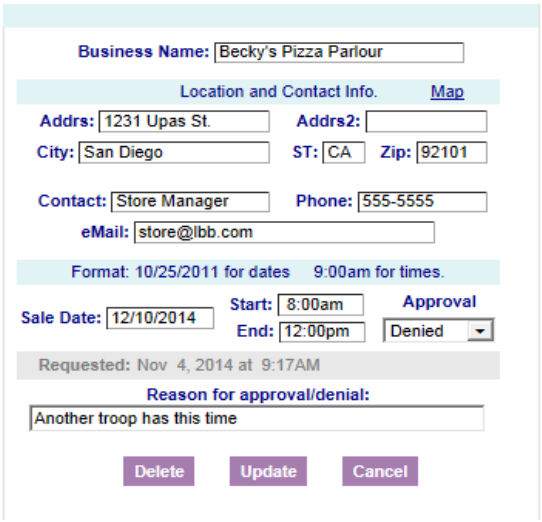


Troop Booth Signup Request

Council allows troops to request personal booth sites through eBudde™. eBudde™ has a process for approving/denying requests and you can see the status of your request once submitted.



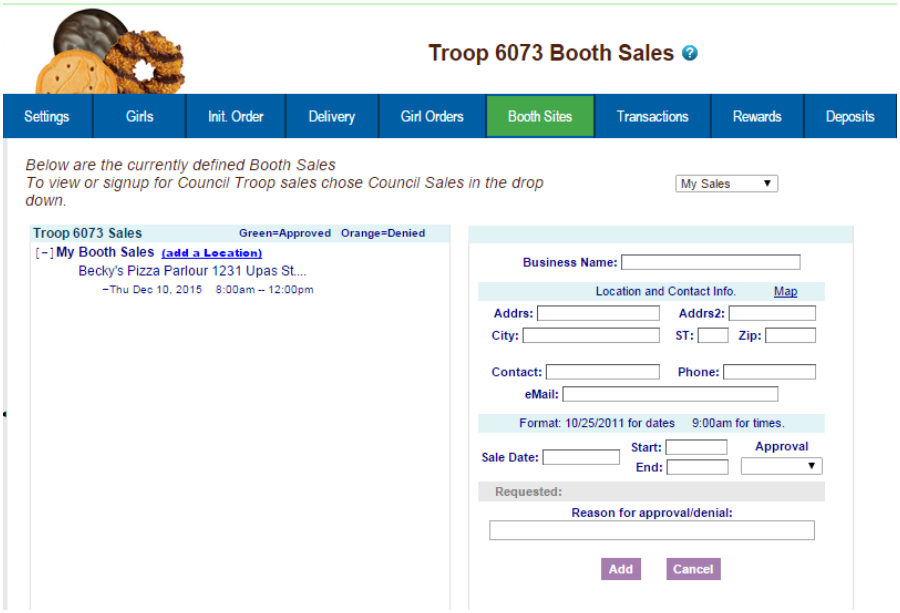
Use the dropdown to select the **My Sales** option. Click on the text of Add a Location. A window on the right will be displayed so you can enter the information necessary. Click **Add** once all the information is entered. The system will display a confirmation window. Your request is in a **Pending** status until reviewed. It will be approved or denied by an authorized council designated person.



On the left, the color-coding helps identify the status of the request.

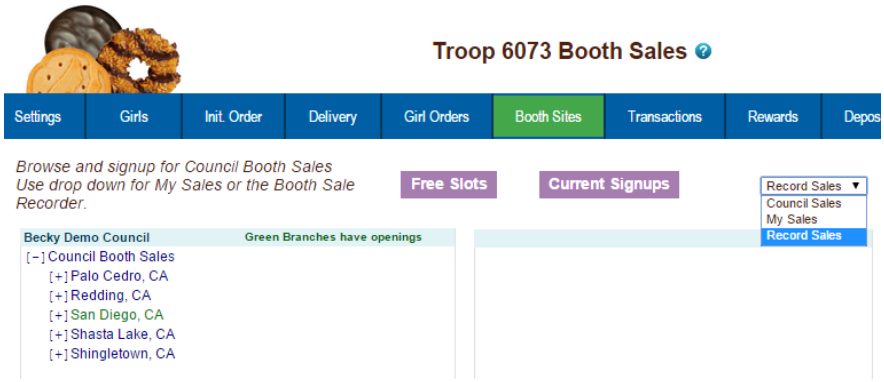
- **Blue** location indicates that the request is pending
- **Green** location indicates that the request has been approved
- **Orange** location indicates that the request has been denied

You can also look over to the right and view the status in the box labeled **Approval**. You also can view any messaging on approval/denial process.

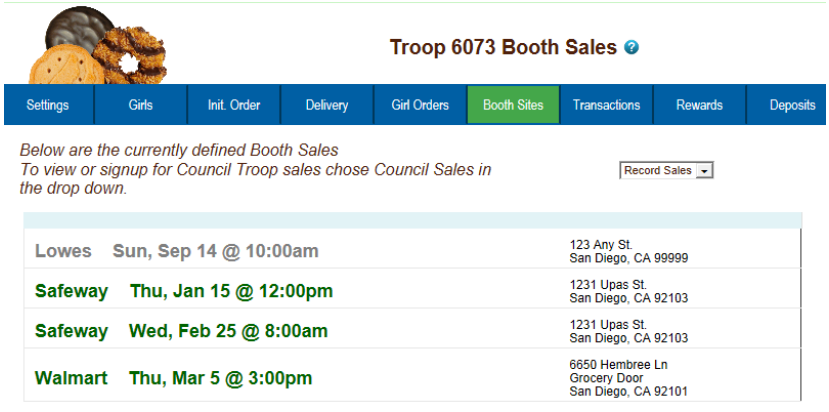


Record Sales

A troop must record their booth site sales. The troop records total packages sold and then can distribute those packages to the girls. You can record sales for both council sponsored sites and troop requested sites.



Select **Record Sales** from the dropdown list. The system will display the booth sites that the troop has signed up for. Sales are listed in chronological order, oldest to newest. If you have recorded sales for a booth site, it will appear gray in the list. You can still open and edit if necessary.



Recording Booth Sites

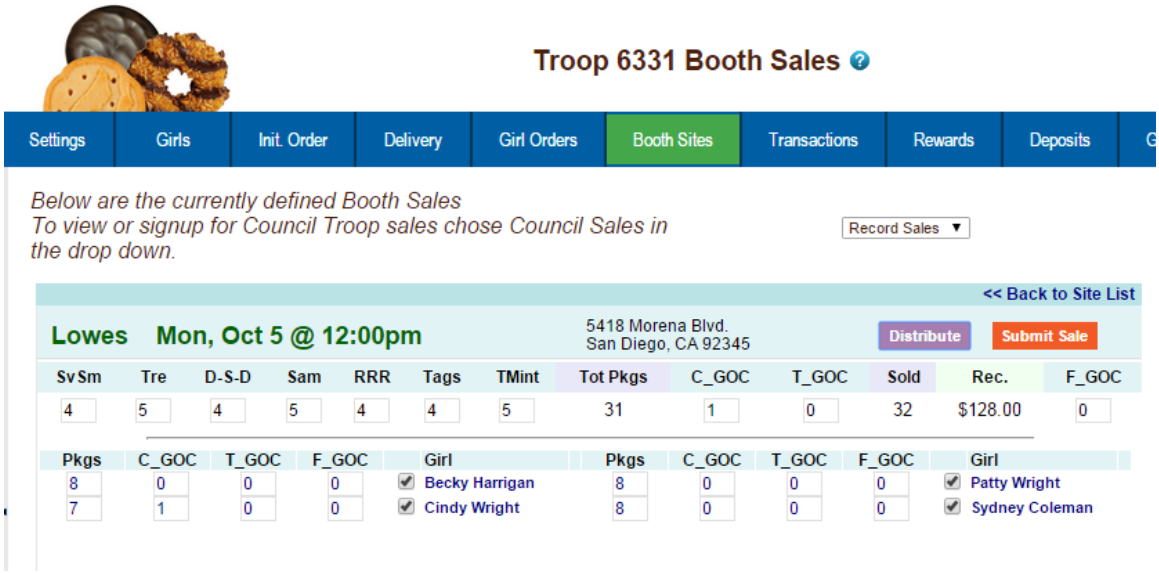
Click the booth site that you want to record sales against. You will be required to enter the total packages sold at the booth site by variety for the troop. eBudde™ will calculate the monies collected.

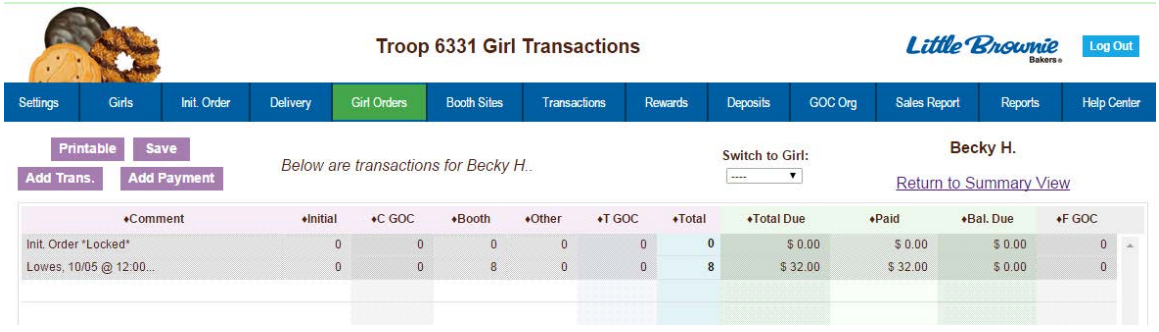
eBudde™ allows you to distribute the cookies among the girls attending the booth site. eBudde™ will assume all girls have attended by checking the box next to their name. If there is a girl that did not attend, uncheck the box next to her name.

You may key in the packages sold for each girl or let eBudde™ automatically evenly distribute those boxes. If you want it done by eBudde™, be sure the appropriate girls are checked and click the **Distribute** button.

Once you have completed all the data entry, click the **Submit Sale** button. eBudde™ will create a transaction record on the girl order tab for each girl that you have checked.

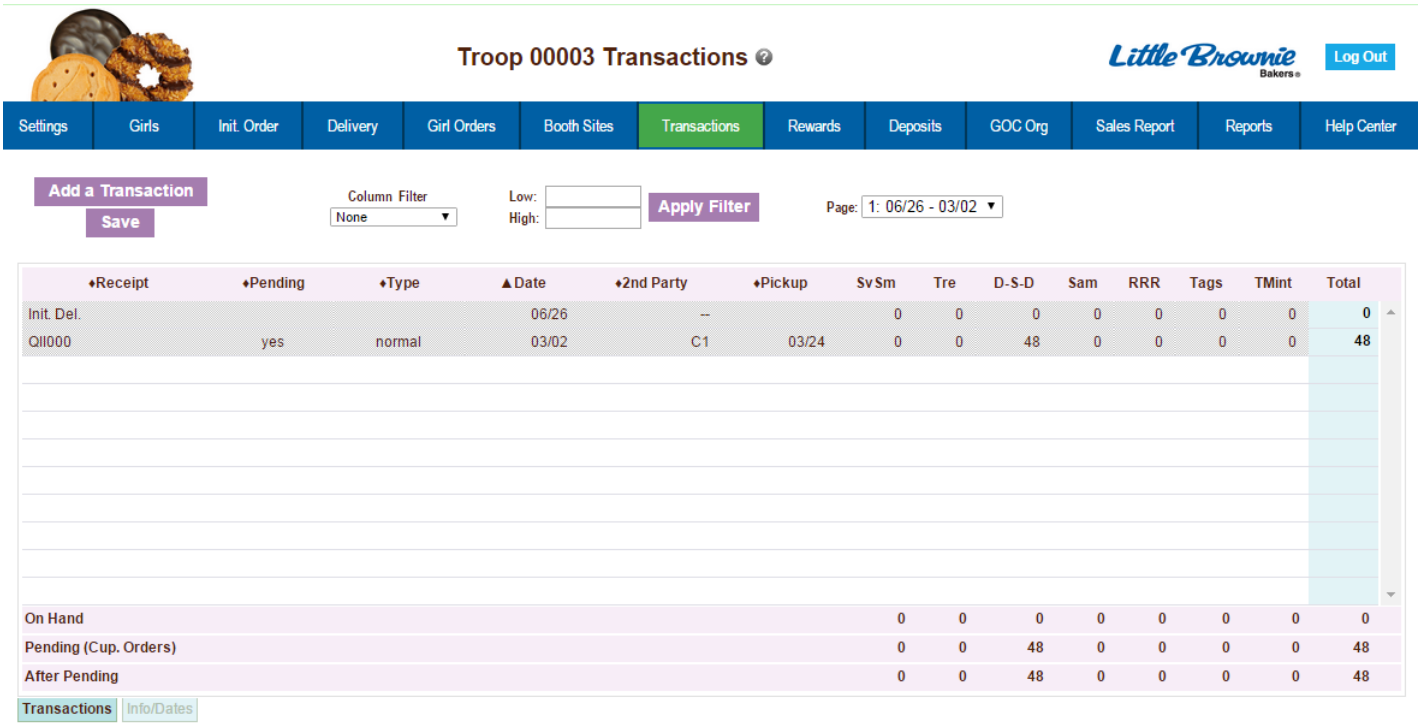
If you need to make changes, you will not be able to make those changes on the girl order tab, you will need to go to the booth site tab for any changes.





Troop Transactions

The troop transaction tab is a listing of all cookies ordered, additional cookie pickups, and troop-to-troop transfers. If you do not have an **Add a Transaction** button, you are not allowed to do any data entry on the transaction tab.



Initial Order Transaction

The initial order transaction will show up once you submit your order to the service unit. It will have receipt # of (Init. Del.) . It will always be locked to changes. If it is not correct, contact your service unit cookie manager immediately.

Troop transactions from Other Sources

The transactions tab will also list cookie transactions from any other source that the council has available.

Pending troop orders

Troops can now place pending cookie orders to cupboards. The status of the order will display in the **Pending** column.

Inventory Balances

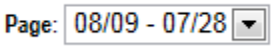
The inventory balance located at the bottom of the screen is a tool for the troop cookie person to know what cookies they are responsible for.

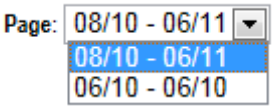
Navigating the Transaction Form

The columns listed from left to right are as follows:
Receipt - This is the receipt code of the transaction
Pending – This shows if the order is pending.
Type – A reference for your council
Date – This is the date of the transaction
2nd Party – This is whom the cookies are going to or coming from
Pickup – Date of pickup. Form shows time as well.
SvSm– Savannah Smiles
Tre – Trefoils
D-S-D – Do-Si-Dos
Sam – Samoas
Tag – Tagalongs
TMints – Thin Mints
Total – Total of all varieties

You will notice that there is a sign before each of the column headers. This allows you to sort the records in whatever order you prefer. The system default is by date. Clicking on the sign will activate, deactivate or change the sort type
▼ Sort from smaller or earliest to larger or latest
▲ Sort from larger or latest to smaller or earliest
► Not sorted by this column

Column Filter – The column filter allows you to search and selectively display by any of the columns available. The default is **No Filter**. This will display all transactions. You use the drop down box to select your search/display column. In the **Low and High** boxes you enter the range that you want to see displayed on the page. Tab through the boxes and **hit tab** after entering the information in the High box.

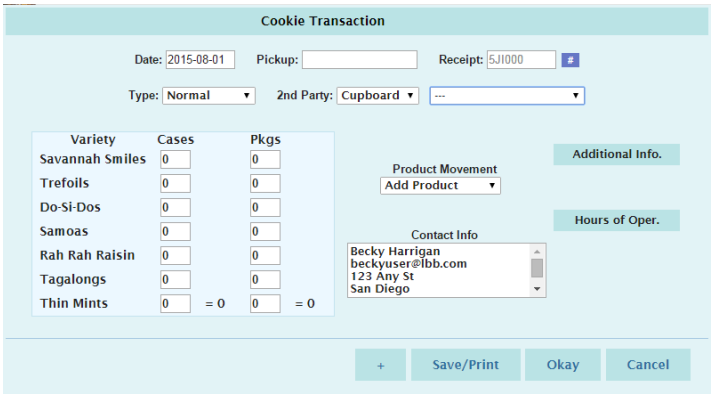




Page – the transaction tab is displayed in pages. There are 15 rows to a page which may require using the scroll bar to the right to see all rows. You will see the most recent page of transactions. To see past transactions, click the dropdown next to the label **Page**. Select the appropriate date range. The system will refresh and you will see that page. The range currently displays date. That is the default. If you select a different sort like receipt number, the range will change to display receipt numbers.

Create a product transaction

To create an inventory transaction, left-click the **Add a Transaction** button. The system will display a product transaction form.



Date – enter the date of the transaction. The system will default to the current date or the previously keyed date.

Pickup – You can specify a preferred pickup date and time. The cupboard may require that you select a date and time when the cupboard is open for business. When you select the cupboard the days and hours a cupboard is open will appear under the Hours of Oper. header.

Receipt - this is a fifteen character alphanumeric field that you may use for reference for the transaction.

Type – Select type of transaction.
Normal – Transaction with no specific designation
Booth – Transaction is for a booth sale

Second Party - this refers to the other party that is getting/giving the cookies. Is the transaction you wish to enter with a cupboard or another troop? You would select it by clicking the drop down or typing in the first letter. You then enter the number of the second party – troop number or cupboard number.

Product Movement - You have two options. Remove Product or Add Product - If cookies are being added to your troop, click Add Product. If cookies are being removed from your troop, click Remove product.

Enter the quantities of product in either cases, packages or both. The system will total the information for you so you can verify accuracy.

Contact Info – This information allows the other party to contact you if needed. eBudde™ will pre-fill this information with your contact information.

Additional Info: Lets you know if any varieties are unavailable. The variety data entry box will be greyed out.

Hours of Operation: Lets you know what days and times the cupboard you selected is open.

The **Add More** button allows you to create multiple transactions by going to an entry form immediately. Click or press the spacebar on this button to activate.

Left-click **Okay** to save the transaction. Left-click **Cancel** to leave the form without saving.

You then must click **Save** to save the transaction(s) entered. The system will warn you if you do not save the worksheet as your data will not be saved.

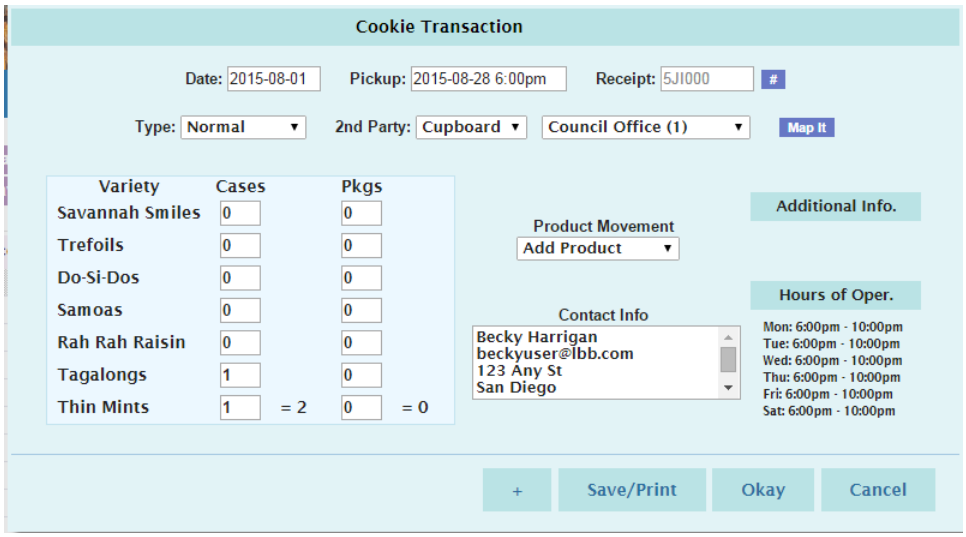
Save and Print – This button has two functions. It will print a receipt **AND** save the transaction. This button replaces the **Receipt** button. The receipt button only printed the receipt and did not save the transaction unless you clicked the save button on the summary grid.

Create a Pending Order Request for a Cupboard

A troop can create a pending cookie order request for a cupboard on the transaction tab. The order is created automatically if the following options are selected on the product transaction form:

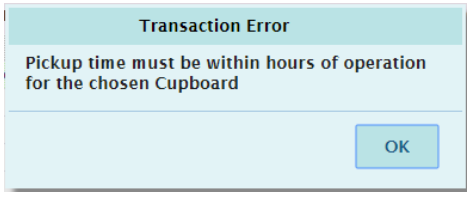
Second Party: Cupboard is selected and a cupboard number is entered
Product Movement: Add is selected
Additional Info: Lets you know if any varieties are unavailable. The variety data entry box will be greyed out.

When you click Okay and the transaction is displayed on the grid, you will see a yes under the pending column.



If a cupboard has entered their hours of operations in the system, these hours will be viewable under the Hours of Oper. Header. If a day is missing as above – no Sunday, the cupboard is closed on Sunday. You will see these hours once you have selected the cupboard.

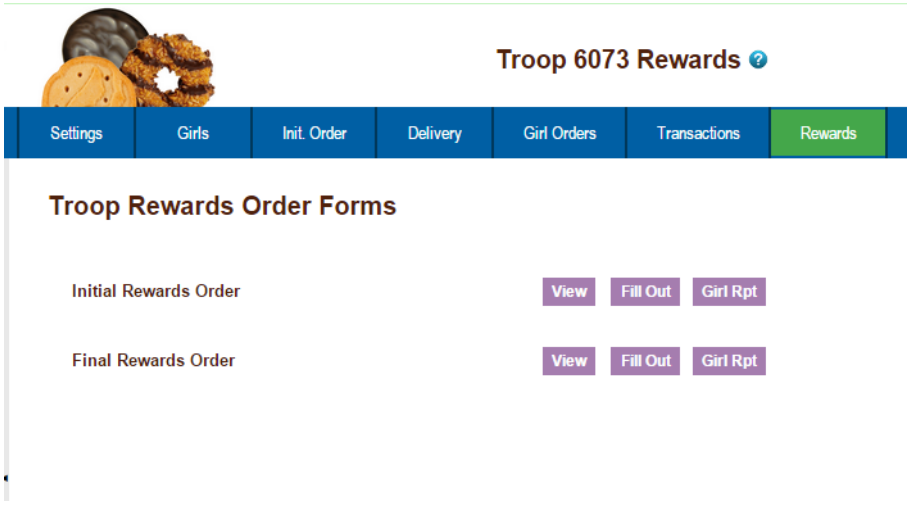
A cupboard can also require that the pickup date and time be within the hours of operation. If you try to schedule a pickup time that is not within that timeframe, the system will give you a transaction error message. You will not be able to save the transaction until you enter in a valid date and/or time.



Rewards Tab

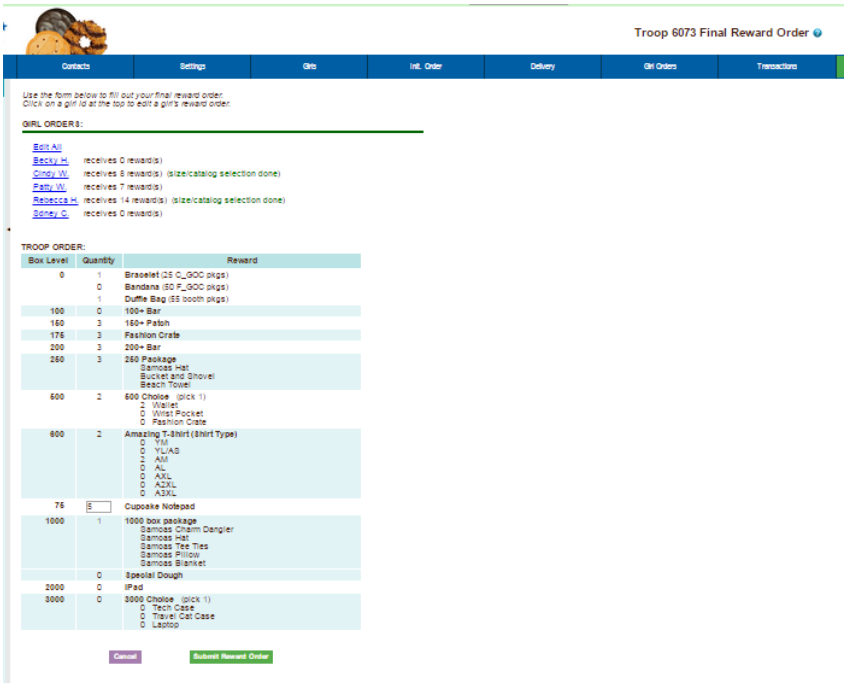
There are two methods of entering in rewards. The rewards tab is for troops placing a compiled troop reward order. You may also create reward orders by girl.

Troop Reward Order



For this example we will be working with the Final Rewards Order. The **View** button allows you to see the rewards order. The **Fill Out** button is for entering the troop order.

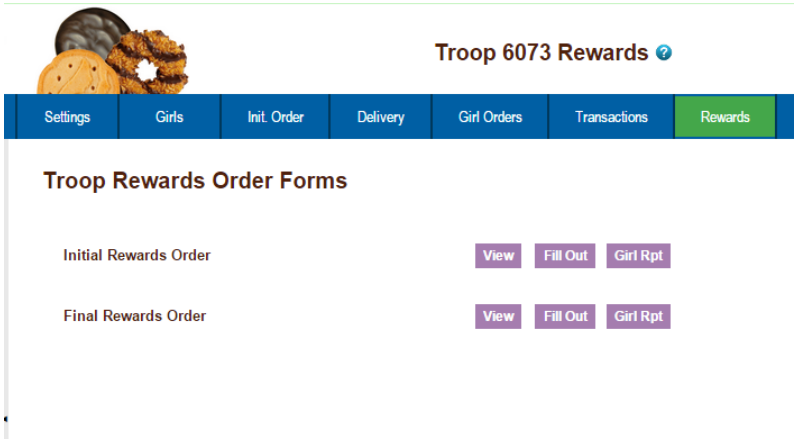
Click the **Fill Out** button. The system will display all the rewards available for selection.



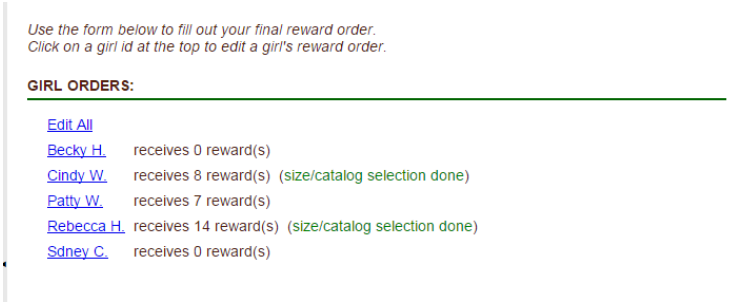
Enter in the quantities for the troop reward order. Tab through the boxes. Click the **Submit Reward Order** to submit the order to the service unit. Click the **Return to Report List** button to return to the previous screen.

Individual Girl Reward Order

The eBudde™ system automatically will calculate the girl orders based on their boxes sold under the Girl Orders tab. The only thing you will have to do is enter sizes (if appropriate), verify totals and submit your order.



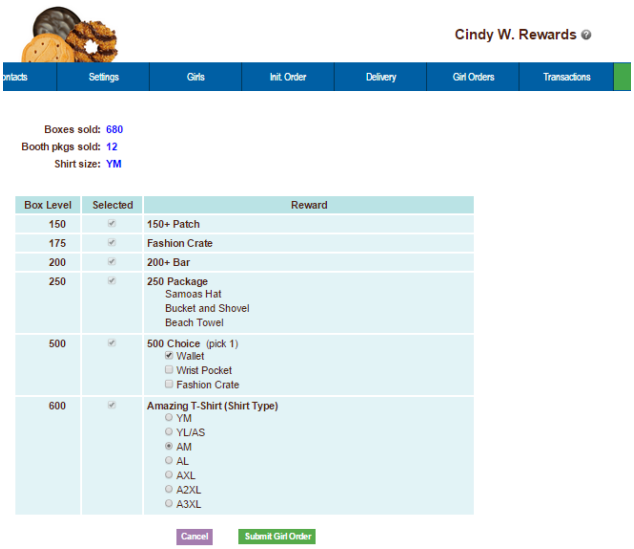
For this example we will be working with the Final Rewards Order. The **View** button allows you to see the rewards order. The **Fill Out** button is for entering the girl and troop order.


Use the form below to fill out your final reward order.
Click on a girl id at the top to edit a girl's reward order.
GIRL ORDERS:
Edit All
Becky H. receives 0 reward(s)
Cindy W. receives 8 reward(s) (size/catalog selection done)
Patty W. receives 7 reward(s)
Rebecca H. receives 14 reward(s) (size/catalog selection done)
Sdney C. receives 0 reward(s)

If you need to enter information for a girl order, the system will tell you. eBudde™ will point that out by highlighting a message in red saying (size/catalog selection needed). Once you have submitted the girl's order, eBudde™ will display the message in green (size/catalog selection done).

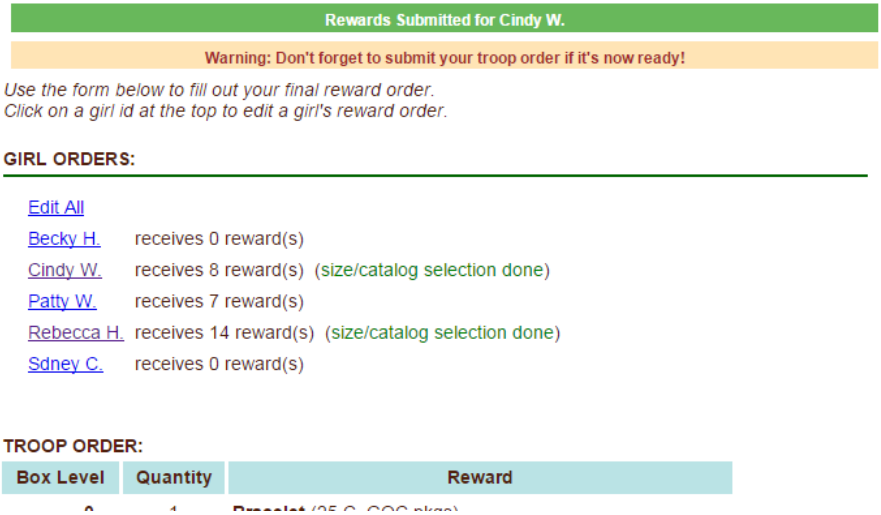
You can now edit all girl orders at the same time or click each girl individually. To update a specific girl you:

Click the girl's name.



Enter the size for the t-shirt. Click the **Submit Girl Order** button. If you do not want to submit the girl order, click the **Cancel** button.

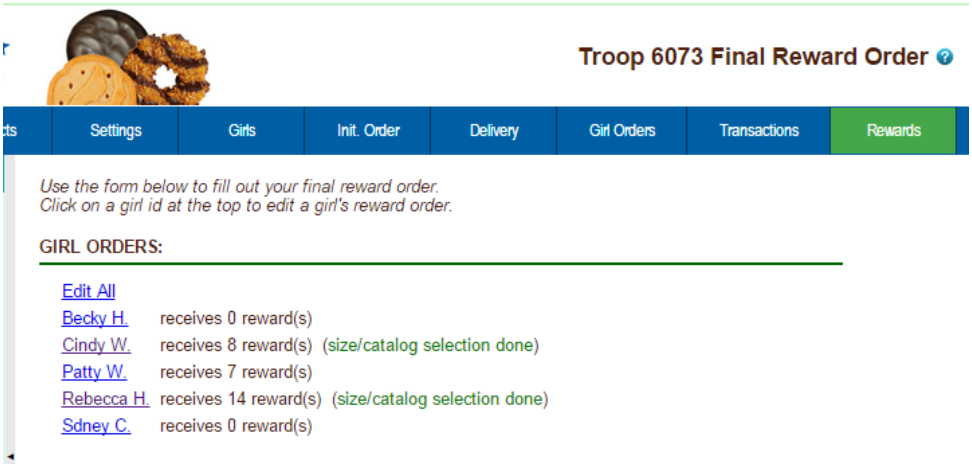
The system will now remind you to submit your troop order after submitting a girl order. There will be messaging displayed for you as a reminder.


Rewards Submitted for Cindy W.
Warning: Don't forget to submit your troop order if it's now ready!
Use the form below to fill out your final reward order.
Click on a girl id at the top to edit a girl's reward order.
GIRL ORDERS:
Edit All
Becky H. receives 0 reward(s)
Cindy W. receives 8 reward(s) (size/catalog selection done)
Patty W. receives 7 reward(s)
Rebecca H. receives 14 reward(s) (size/catalog selection done)
Sdney C. receives 0 reward(s)
TROOP ORDER:
Box Level
Quantity
Reward

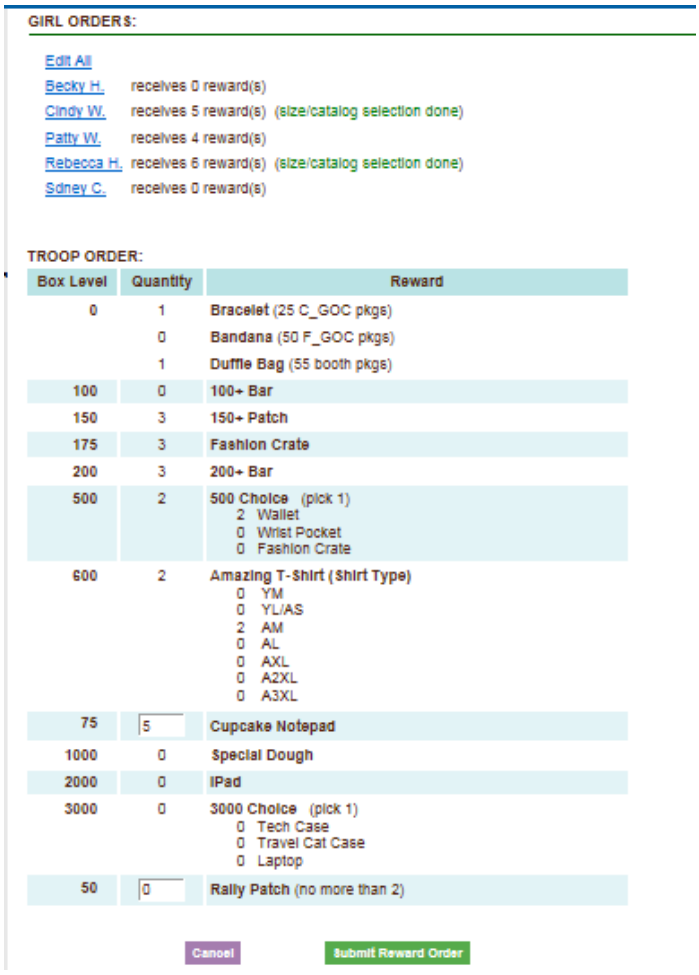
You may now click the Edit All link.

When you click the Edit All link, eBudde™ will display all the girls in the troop and their boxes sold and t-shirt sizes. It will then list the rewards the girl has earned. If there are choices or sizes, you will select all those selections for all the girls before you submit.

Once you have updated all the girl rewards and submitted, eBudde™ will show that the selections were completed.


Troop 6073 Final Reward Order
Settings
Girls
Init. Order
Delivery
Girl Orders
Transactions
Rewards
Use the form below to fill out your final reward order.
Click on a girl id at the top to edit a girl's reward order.
GIRL ORDERS:
Edit All
Becky H. receives 0 reward(s)
Cindy W. receives 8 reward(s) (size/catalog selection done)
Patty W. receives 7 reward(s)
Rebecca H. receives 14 reward(s) (size/catalog selection done)
Sdney C. receives 0 reward(s)

Once all the girl reward orders have been updated, review your troop order total. You may need to enter additional quantities for items that are not automated. In the example below, you would need to enter a quantity in the box labeled GOC Patch. Once you have entered that number, you will click the **Submit Reward Order** button to submit your order to your service unit.


GIRL ORDERS:
Edit All
Becky H. receives 0 reward(s)
Cindy W. receives 5 reward(s) (size/catalog selection done)
Patty W. receives 4 reward(s)
Rebecca H. receives 6 reward(s) (size/catalog selection done)
Sdney C. receives 0 reward(s)
TROOP ORDER:
Box Level | Quantity | Reward
0 | 1 | Bracelet (25 C_GOC pkgs)
0 | Bandana (50 F_GOC pkgs)
1 | Duffle Bag (55 booth pkgs)
100 | 0 | 100+ Bar
150 | 3 | 150+ Patch
175 | 3 | Fashion Crate
200 | 3 | 200+ Bar
500 | 2 | 500 Choice (pick 1)
2 Wallet
0 Wrist Pocket
0 Fashion Crate
600 | 2 | Amazing T-Shirt (Shirt Type)
0 YM
0 YL/AS
2 AM
0 AL
0 AXL
0 A2XL
0 A3XL
75 | 5 | Cupcake Notepad
1000 | 0 | Special Dough
2000 | 0 | iPad
3000 | 0 | 3000 Choice (pick 1)
0 Tech Case
0 Travel Cat Case
0 Laptop
50 | 0 | Rally Patch (no more than 2)
Cancel
Submit Reward Order

Cancel – this button returns you to the screen where you can view or fill out.
Submit Reward Order – This button submits the troop reward order to the service unit. Once you click this button, the reward orders for girl and troops cannot be changed by troops, only by a service unit user.

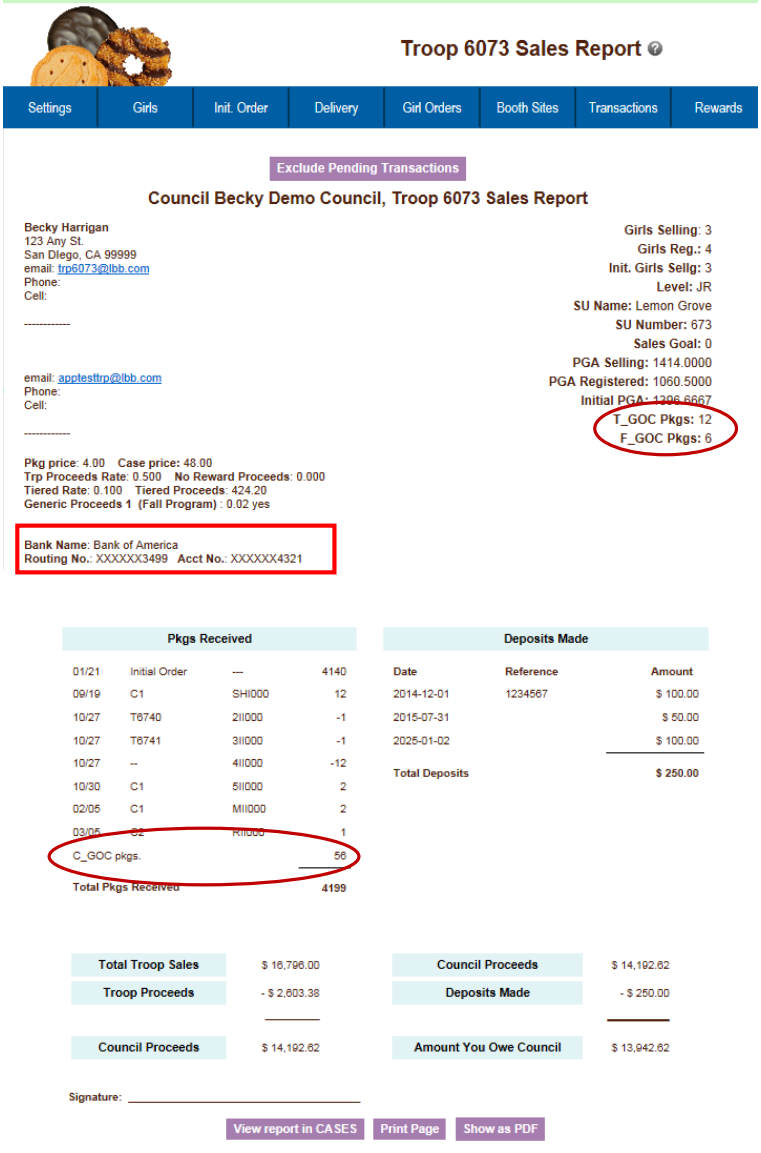
GOC Org. Tab

The GOC Org. tab is where you record the organizations to which you donated the troop donation packages recorded in the initial order and/or girl order tab.

Enter in organizational information and click update. eBudde™ will then provide additional data entry for as many organizations as you need to enter.

Sales Report

The sales report reflects all transactions for the troop in the system. It includes the initial order, any additional orders, deposits and the calculation for troop profit, council monies and balance due. Gift of Caring/Donation cookies will automatically populate on the sales report from the girl order tab. The bank account and routing numbers will be hashed out as a default. Council can designate specific users that may see the full numbers.

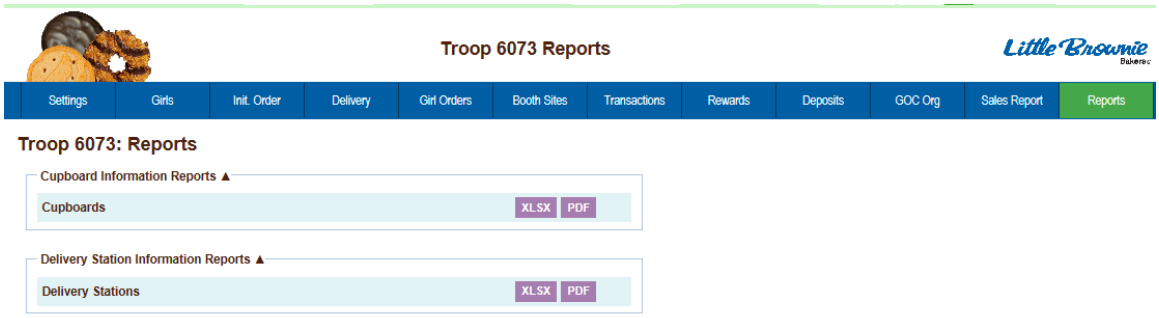


Reports

The reports tab allows troops to run two information reports. The cupboard report will list all open cupboards and their location/hours of operation. The delivery station report lists the delivery site information including address and contact information. The delivery report will only display sites available to the troop.

The reports tab also allows troops to access three separate DOC Reports – DOC Added Girl, DOC Orders by Girl and DOC Financial Report by Girl.

Reports are in the XLSX format.



Cupboard Information

#6073 Cupboard List
Becky Demo
Jul 27, 2013 at 03:11PM

Name	Number	Address	Address2	City	State	Zip	Home Phone	Work Phone	Cell Phone	Hours Of Operation
101	101	6614 Charlene Ave.		San Diego	CA	92114				Saturday - 8am - 5pm
Becky's House	2T	1231 Upas St.		San Diego	CA	92103	619-555-5555	619-555-5555	619-555-5555	Saturday - 8am - 5pm
Hunters Ridge	792									
import try out	100									

Delivery Station Information

#10002 Delivery List
Becky Demo
Jul 27, 2013 at 02:19PM

Name	Number	Address	Address2	City	State	Zip	Home Phone	Work Phone	Cell Phone
AppleValleyFRI-Ln1	648	13000 Zoo Blvd		Apple Valley	CA	95124			
AppleValleyFRI-Ln2	649	13000 Zoo Blvd		Apple Valley	CA	95124			
AustinTHU	640	101 Maple Ave		Austin	CA	95912			
BaldwinTHU(new)	645	1350 Florence St		Baldwin	CA	54002			
BalsamLakeWED	630	507 Main St		Balsam Lake	CA	54810			
BlaineFRI2/1	650	8271 W 35W Service Dr NE		Blaine	CA	95449			
BlaineSAT1/26-Ln1	601	8271 W 35W Service Dr NE		Blaine	CA	95449			
BlaineSAT1/26-Ln2	602	8271 W 35W Service Dr NE		Blaine	CA	95449			
BlaineSAT1/26-Ln3	603	8271 W 35W Service Dr NE		Blaine	CA	95449			
BlaineSUN1/27	609	8271 W 35W Service Dr NE		Blaine	CA	95449			
BloomingtonWED	631	401 W 98th St		Bloomington	CA	95420			
BrooklynParkMON	612	7411 85th Ave N		Brooklyn Park	CA	95445			